

**In addition to SOP issued by Kolkata Port Trust on 28.01.20, Port Health Officer has specified the Roles and Responsibilities of different stake holders in Kolkata Port. which is as under:**

Ministry of Health and Family Welfare have alerted about 2019 novel corona virus infection (2019-nCoV) which occurred in Wuhan city in China and now spreading to many provinces in China and some imported cases in other neighboring countries also. The affected patients have reported to have symptoms of Acute respiratory illness with history of fever and cough suggestive of bilateral pneumonia requiring admission to hospital within 14 days of contact. Few of them have developed severe acute respiratory illness (SARI). The latest updates on the cases and deaths can be accessed from <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Since Kolkata, Budge Budge, Haldia, Diamond Harbour ports receives many ships, crews and passengers from China, Hong Kong and Singapore, Ministry of Health and Family has asked all the point of Entries i.e. Airports and ports to be on alert for a possible importation into India of 2019- nCoV.

## **PART I**

The following will be the **Roles and Responsibilities** of the different stakeholders in the **Kolkata Port**: -

### **PORT AUTHORITY**: -

#### **PILOTS**: -

1. The pilots can safely bring these ships to berth by following this procedure.
2. They can board the vessel with the specific PHO instructions (if any given).
3. They will alight to the bridge from the side steps and not through the Accommodation to the Bridge. The doors of the Bridge will be Kept open.
4. The new crew who has joined will not assist the Pilot for the navigation or they will all have to wear a face mask and be 6 feet away from Pilot and other crew members.
5. All Pilots must be given the masks, hand sanitizer, disposable unsterile gloves. All PPE items to be collected in a small bag for safe disposal as per rule.

### **MEDICAL DEPARTMENT(PORT TRUST)**: -

1. To keep the Ambulance and Team with PPE Kit ready for transport of any sick crew from ships to the designated Hospital (**Beliaghata ID & B.G.Hospital**)
2. To circulate their contact details to us and the Shipping Agents Association.
3. To also prepare the Education Posters and place at different places in the Port, Hospital. Health Education Posters, Pamphlets on Hand Wash, PPE to be prepared.
4. Training of all the Emergency Team for Infection Prevention Control Measures, PPE use, safe disposal of PPE.
5. To procure Hand Thermoflash guns, Hand Disinfectants, unsterile gloves, PPE kits, Sterile Surgical Masks, N95 Masks.

**CRUISE TERMINAL**: - The cruise terminal to be get the dedicated Thermal Scanner for screening the Passengers. The same will be done by Immigration official in proper Pre-immigration area. A dedicated scanner can be procured for the Domestic Terminal for Andaman Passengers who are also screened before embarkation.

### **SHIPPING AGENTS**: -

All the ships will be screened before arrival by email on the newly embarked crew members of all nationalities from Chinese Ports, or any Chinese Nationals joining the ship from any ports in the world or all crew of ships calling the ports in disease occurring countries within 14 days period.

The attached documents to be given by email

- a. IHR-2005 2019-nCoV form. (enclosed)
- b. Maritime Declaration of Health with Attached Schedule showing the diseases details of the persons on board if any.
- c. Port of call list with departure dates
- d. The Crew List must be given with port and date of joining.
- e. Medical Log copy for the last 1 month.**
- f. Any shore medical visit or Radio Medical Advice or any Medical evacuation or sign off done in last 1 month.
- g. Ship Sanitation Exemption Certificate/ Medicine Chest Certificate.

The ships if needed any screening on berthing will be advised. Berthing clearance will be given for all other ships for port operations. The Sick crew who are suspected to be 2019-nCoV will be transferred to the Designated Referral Hospital only. **Action by the Master of ships, Kolkata Port.**

**IMMIGRATION: - Action by the AFRRO, Immigration, Kolkata**

1. All sick crew from Kolkata, Budge Budge, Haldia, Diamond Harbour Ports are to be intimated to us for clearance for shore treatment as per earlier letter sent in this regard.
2. All permissions to non-essential visitors to the ships to be avoided.
3. The details of all International visitors for Official trade purposes are to be shared by the Shipping Agent to PHO for clearance by email or mobile.
4. The Shore pass for crew to ships can be given only if they are cleared by PHO.

**CUSTOMS: - Action by the Commissioner of Customs, Kolkata Port**

1. The ships which needs PHO health screening on berthing will be advised to the shipping agent.
2. The ships which are cleared for berthing will be advised for routine process of boarding and cargo operation

**SHIP MASTER: - Action by the Master of the Ships calling the Kolkata Port**

1. The ship Master are to follow the required documents as per the instructions and submit by email minimum 2-3 days before arrival.
2. All ship calling from Chinese Ports are to give temperature report by email for 2 days before arrival or as instructed by email by PHO. The temperature to be measured by Ship designated Medical Officer with Non touch thermometers in small batches only. If the Mercury thermometer is used, to mention temperature taken in Axilla or Oral in your report. Necessary precautions to be taken to sanitize mercury thermometers between measurements.
3. All newly joined crew are to be monitored on board for 14 days.
4. If they develop any signs & symptoms of 2019-nCoV virus they are to be isolated on board and contact the RMA or nearest Port Health Authority.
5. The ship must have stocks of 3 layered surgical masks 30 per crew, hand wash liquid or hand soap 5 per crew, Hand Drying Paper roll for all common wash basins and toilets, 10 PPE kit for Infectious diseases, Bio Hazard Bags 25 pcs for safe disposal of masks, PPE kits.
6. To follow the Respiratory and Hand Hygiene. If any sick persons are from shore all the crew are to be advised to maintain 6 feet gap. If they are coughing, they may be given a mask during their work on board and restrict their entry into the ship.
7. All shore visitors are to be entertained at the meeting room only.
8. To avoid non-essential visitors to the ship.
9. To keep record of all the international visitors, owners at Port for survey, audit, repairs or any other activities etc. as per the IHR-2005 2019-nCoV form.
10. Keep track of the latest developments on the disease from WHO weblink given above.

**STEVEDORES/CHA/CONTAINER TERMINAL OPERATORS/PORT USERS: - Action by the STEVEDORES**

All the stevedores to ensure the sick employees are not allowed to board the vessel and keep track of all of them. They have to follow the Respiratory and Hand Hygiene. In case, any of them develop any symptoms of the nCoV virus disease they have to report to the Port Health Officer or to the Local Health Authority in Minor Ports.

**VISITORS/VENDORS:** - All visitors to the ships are not to be allowed. The merchandise vendors to board the ships are not allowed. **Action by the TM, CISF ,Kolkata Port**

It's not required to wear any masks as a routine by anyone on board. Its preferable not to allow employees with respiratory illness or fever to go for ship work. If it's essential they have to wear mask and follow the Respiratory and Hand Hygiene and disembark as early as possible.

**PART-II: -**

**PROCEDURES FOR SCREENING: -Action by PHO, KOLKATA**

**A. PRE-ARRIVAL SCREENING, GRANT OF PRATIQUE**

The goal of the 2019-nCoV screening at Ports is to prevent entry of this disease through the crew from ships calling at our Ports.

The source of infection entry is possible by 4 ways:

1. Ships calling from China Ports for all crew.
2. Chinese crew embarking from any ports in the world including China.
3. All International crew embarking from China Ports.
4. The other source can be any shore visitors at any ports for Cargo, Survey, Owners or vetting inspection by Chinese Inspectors in the last 2 weeks of Port of call.

We have the facilities of internet to get all the information and monitoring by PHOs before arrival.

1. MDH & Attached schedule. As a routine under IHR-2005 we always follow the crew who joined in the last 1 month as they are more prone to bring in new diseases to the ships and will continue that and check on the last 14 days specially for 2019-nCoV screening.
2. The attached schedule will have to be completed on the diseases or treatment given on board or Radio Medical Advice or Shore Medical Treatment. To get authentic information we ask the Medical Log report for 1 month.
3. Crew List with embarkation details (Por and Date) will help us to concentrate on the new crew joined for screening.
4. The SSCEC will give if any ERF is issued at other ports on any health measures undertaken and also, we can see the validity for Pratique too.
5. IHR-2005 2019-nCoV form will help to get all the necessary details for assisting to plan the action for the ships before her arrival.

**B. SCREENING & SUSPECTED CREW MANAGEMENT**

By Pre-Arrival Screening we will divide ships to Healthy & Suspect. Healthy ships will undergo the routine Port Operations.

**Action by Customs, Immigration,Kolkata Port**

### **Suspect Ships will be planned for screening.**

If all crew are healthy, they can be still in incubation period and hence we shall advise the master to monitor all the crew for 14 days daily for temperature and health. Newly embarked crew to be isolated and given PPE immediately if they develop fever or respiratory symptoms and **intimate Port Control and Agent. Port Control to intimate the PHO.**

During Port stay all the illness needed for shore medical assistance are to be tracked and hence they will get our approval to know if its suspected infectious diseases or 2019-nCoV or others which can be safely allowed. **Action Immigration and Shipping Agents**

The Port users to restrict their visits for work on board for minimal time as much as possible. To avoid entering the ships cabins, mess rooms etc. To restrict to tally room, ship office. To take precautions of Hand wash, PPE if they see any crew with respiratory illness. Avoiding work on ship if they are sick, having cold etc. **Action Stevedores/Shipping Agents**

### **Suspect Crew Evacuation Action Plan: -**

#### **Ship Master and Ship**

On screening if we find a suspect crew needing isolation and examination. They will be first isolated on board in the hospital or their cabin.

Given Mask to them (N95 or Three-Layered Surgical Mask).

#### **Mobile stable Crew:**

1. The PHO will intimate the Port and the Shipping Agent to coordinate for safe transport to the Referral Hospital.
2. The Ambulance crew to have Personal Protective Equipment (PPE) and take Infection Prevention Control (IPC) guidelines. **Action Master, PHO, CMO KoPT, CISF, Nodal Officer- (2019-nCov) Designated Hospital**

#### **Sick Crew: -**

1. The full PPE to be used by the persons to transport the sick crew.
2. One Ship crew who has already treating the crew can accompany them.
3. Fire Safety personnel may be required to assist in bringing down the sick crew from gangway and hence they are also to be part of the training to handle sick patients.
4. The Medical Team of Port Trust to have full PPE, to have the Oxygen cylinder, Emergency Medicines, Ambu Bag etc. of ICU set up facility for transporting to the Designated Referral Hospital.
5. A temporary Quarantine centre to be created in the Port Trust Hospital.

**Action Master, PHO, CMO KoPT, CISF, Nodal Officer- (2019-nCov) Designated Hospital,**

**Coast Guard: -** The Coast Guard to also be on alert for evacuation of the Sick Crew from ships in Mid Sea if need arises. **Action PHO, DIG, Coast Guard, CISF, Nodal Officer- (2019-nCov) Designated Hospital,**

#### **Disinfection of the Ambulances: -**

1. To follow the IPC guidelines for disinfection of the Ambulance, safe disposal of the PPE at Hospital.
2. To discard all the PPE in the hospital only in Bio Hazard Bags. **Action CMO of Ko.PT, Nodal Officer- (2019-nCov) Designated Hospital.**

**Immigration:** - All the necessary clearances for temporary or for disembarkation, visa extension etc. are to be followed up later and the Shipping Agent to assist in the same. **Action Nodal Officer, Immigration**

**Customs:** - For Baggage clearance in case of disembarkation and clearance, **Action Nodal Officer, Customs**

**CISF:** - To provide safe evacuation safe corridor, traffic, easy access to the ship by Ambulances from Port or 108 and for leave to the Designated Hospital. **Action Commandant, CISF**

**Signal Station & Port Authority:** - To coordinate with all Port Officials for coordination in evacuation of the sick crew.

As it's an evolving disease and the present guidelines will be updated accordingly and the same will be communicated by email. Keep in touch for any assistance.

Yours Faithfully,

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Port Health Officer, Kolkata.  
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All concerned are requested to take a note of the above and act accordingly.

Director Marine Department  
Kolkata Port Trust.