

Notice to the Master on Recommended Measures to Address COVID-19 Risks on Board

Dear Master,

Welcome to China! This document provides some recommended measures to address COVID-19 risks on ships and personal protective measures for crew members.

I What is it? What are the routes of transmission?

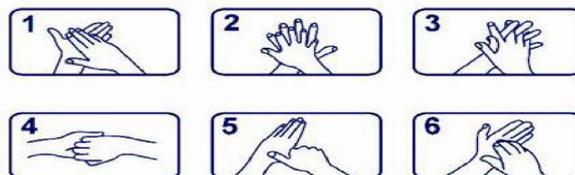
Virus Name	2019 Novel Coronavirus (China), SARS-CoV-2 (WHO)
Disease Name	Novel Coronavirus Pneumonia (China), COVID-19 (WHO)
Typical symptoms	Fever(37.3°C or higher, China), cough, and shortness of breath
Incubation period	2 to 14 days, 7-day in average, may up to 24 days in rare cases
Transmission route	Human to human transmission through respiratory droplets (primary mode) or contact with contaminated surfaces, fecal-mouth transmission in rare cases

II How to prevent and protect everyone on board?

1. Hand hygiene

1. Wash hands frequently	Wash hands often with soap and water, especially after coughing or sneezing. If soap and water are not available, hand sanitizer containing 60%-95% alcohol can be used.
2. Maintain good respiratory hygiene	Cover coughs and sneezes with a tissue. Dispose used tissues immediately in a disposable container (e.g., plastic bag) or a washable trash can. Wash hands after coughing or sneezing. Avoid touching eyes, nose, or mouth with hands.
3. When to wash hands?	1) After coughing or sneezing; 2) Before, during and after preparing food; 3) Before eating; 4) After going to the toilet; 5) When hands are dirty; 6) After contacting with others; 7) After contacting with animals; 8) After going out.

2. Proper hand washing steps (five times each step)

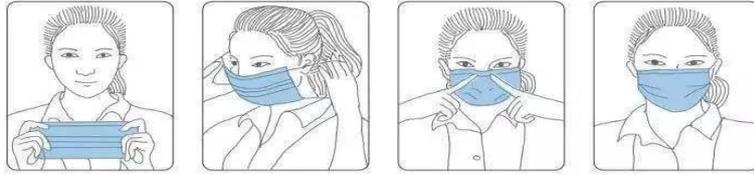


3. Proper use of facemask

3.1 When do you need to wear a facemask?

- 1) Facemasks are not required in open and ventilated places on ships but required in crowded public places.
- 2) If any crew member is suspected of being infected, they should wear a facemask (a surgical mask, not N-95) as soon as possible.
- 3) Crew with respiratory diseases must use protective facemasks under the doctor's instruction.

3.2 How to use and dispose medical facemasks



- 1) Wash hands or disinfect hands with a quick hand sanitizer before wearing and after removing a facemask.
- 2) Check the validity and completeness of the facemask.
- 3) Disposable facemasks should be used once and replaced within 4 hours after activated, and they should be replaced in time in case of damage, dampness or contamination by patients' blood and body fluids.
- 4) Do not touch the front of the facemask (the contaminated surface) when removing it.
- 5) The discarded facemasks are collected in the medical waste can and they shall be treated as infectious medical waste.

III Advice for medical treatment and quarantine on board in case of suspected cases

In addition to routine cleaning and disinfection strategies, the master should see to it that the following measures be taken properly:

1. Suspected patients should wear a facemask (a surgical mask, not N-95) as soon as they are identified and be self-isolated in their own cabin, avoiding close contact with other crew members.
2. Inform the onboard medical center immediately and contact shore medical institutions for consultation.
3. Isolated crew members shall have diner alone in their own cabins and not be allowed to participate in group activities on board.
4. The isolation room should be strengthened with air circulation, or the exhaust fan should be continuously used to maintain air circulation.
5. The suspected patient's office area or residence shall be disinfected.
6. Disposal of pollutants: Gloves, paper towels, facemasks and other wastes suspected of being used by patients should be placed in a dedicated garbage bag in the room .They must be marked as pollutants before discarded.
7. Limit the number of caregivers and try to arrange a person with good health statue and no chronic diseases to take care of the patient. Refuse all visits.
8. Nursing staff and patients should wear facemasks in the same room. Do not touch or adjust the facemask during wearing. The facemask must be replaced immediately if it becomes wet or dirty. Wash hands after removing and discarding the facemask.
9. People having any direct contact with the patient or entering the patient isolation room shall clean their hands.

IV Reporting

If the crew member has fever, cough, or difficulty in breathing and has contacted with person who was suspected of having COVID-19 in the past 14 days, please communicate with your ship agency and request their immediate reporting to local authorities.