



DAYBOARD
MARITIME

Outbreak Management Guidelines

COVID-19 Precautions and
Recommendations

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1 Table of Contents

2	<i>Disclaimer</i>	3
3	<i>Introduction</i>	3
4	<i>Flag State and Classification Society Requirements</i>	3
4.1	Temporary Alternative Inspection Protocols for Surveys	3
4.2	Expiring STCW Licences	4
4.2.1	Annual Leave (MLC, 2006 Standard A2.4)	4
4.2.2	Repatriation (MLC, 2006 Standard A2.5)	4
4.3	Flag Administration and Classification Society Updates	5
4.4	Post COVID-19 Planning	5
5	<i>Port State Control</i>	6
5.1	Guidance	6
6	<i>Protective Measures</i>	6
6.1	Onboard Disinfection	6
6.1.1	Routine Disinfection	6
6.1.2	Precautionary Disinfection	7
6.1.3	Bringing Goods Onboard	7
6.2	Vessel Medical Supplies	8
6.3	Crew Training	8
6.3.1	Basic Hygiene	8
6.3.2	Advanced Training	9
6.3.3	COVID-19 Onboard Posters	9
6.4	Crew Movement	9
6.4.1	Crew Joining	9
6.4.2	Leave	11
6.4.3	Termination of Crew/Contract	11
6.4.4	Shore Leave	11
6.5	Access to the Vessel by External Visitors	11
6.6	Chartering	12
7	<i>Managing Suspected Cases</i>	13
7.1	Outbreak Management	13
7.1.1	Guidance	13
7.1.2	Pre-Boarding	13
7.1.3	Suspected Case on board	13
7.1.4	Notification Obligations	14
7.1.5	Follow-up with Close Contacts	14
7.1.6	Departure	14
8	<i>Annex I 9</i>	15
	<i>References</i>	16



2 Disclaimer

While every effort has been made to ensure that the information and guidance contained in this document are correct, neither the authors nor Dayboard Maritime, LLC accept any responsibility for any errors or omissions or any consequences resulting therefrom. It is the sole responsibility of the Owner and Master to ensure that proper protocols are used to ensure a safe vessel.

3 Introduction

Dayboard Maritime, LLC (Dayboard) has been proactive in monitoring the industry's response to the ongoing COVID-19 pandemic and has been actively reviewing the recommendations of various governmental agencies and independent industry groups for guidance. Our goal is to provide key points from their guidance that will allow you to implement certain safety measures onboard as part of your Safety Management System (SMS).

This document is to be used as guidance only, and it remains the Owner and Master's responsibility to evaluate the specific situations onboard and to take action to protect the safety of crew and guests by applying restrictions and/or measures deemed necessary.

Given the ever-changing situation of this global pandemic we encourage you to use the links at the end of this document to find updated information and recommendations for health and safety onboard. As these updates are reviewed and found relevant, the Dayboard will amend this guideline accordingly.

We acknowledge that every vessel is unique, and so are the specific situations you might deal with during this crisis. The Dayboard team is available to address your specific questions and provide support as required.

4 Flag State and Classification Society Requirements

Most Flag States and Classification Societies have provided extensive guidance on how they are handling services during this pandemic. Below are some of the primary issues you may be faced with. Please note, this is not an exhaustive list and you should check with your Flag State and Classification Society for details.

4.1 Temporary Alternative Inspection Protocols for Surveys

Flag States and Classification Societies have initiated Temporary Alternative Inspection Programs (TAIP) for conducting Surveys, Inspections and Audits. These TAIP programs are meant to protect both the surveyor and the crew from unnecessary travel and exposure and are available either upon request or may be implemented directly when the vessel comes due for attendance. Applicability may be based on the vessel's location and the availability of travel options. To find out if you qualify, or if your Flag State or Classification Society is offering such alternatives, contact them directly or contact Dayboard for more assistance.



4.2 Expiring STCW Licences

Gaining access to schools to refresh or obtain updated training and licenses for service onboard has been specially considered by many Flag States due to many institutions being closed or postponing classes. Flag States have temporarily extended the validity of many documents during this crisis, which include:

- Certificates of Competency
- Certificates of Proficiency
- Medical Certificates
- STCW
- Discharge Books

Many of these certificates will have their validity extended up to six months past their expiration date, but no later than 1 October 2020, to allow seafarers to apply for recertification once this pandemic has ended.

Contact your Flag State or Dayboard for further details.

4.2.1 Annual Leave (MLC, 2006 Standard A2.4)

Flag States are allowing the accumulation of annual leave for seafarers beyond the 11-month minimum as outlined in A2.4 of the Maritime Labour Convention. The shipowner cannot forfeit the payment of annual leave, but the Flag may allow paid annual leave to be accumulated and taken as mutually agreed between the seafarer(s) and shipowner.

If this decision is mutually agreed upon by the shipowner and seafarer, then it must be added in the form of an addendum to the original SEA (Seafarer's Employment Agreement) which outlines in writing the seafarer's willingness to extend their time onboard and the accumulation of annual leave. Review your individual Flag State policies to find specific guidelines.

Shipowners should be aware that the Australian Maritime Safety Agency (AMSA) has interpreted the MLC 2006 Standard A2.4 in conjunction with Standard A2.5 to mean that seafarers should serve no more than 11 months continuously on board. If any seafarer has served more than 13 consecutive months on board, AMSA will not allow the vessel to sail until this deficiency is rectified.

4.2.2 Repatriation (MLC, 2006 Standard A2.5)

Given that many countries have closed their borders or have enacted travel bans / restrictions, some Flag States have allowed for SEA repatriation requirements to be laxer. Where the repatriation of a seafarer may not be practical or possible a seafarer has the right to postpone travel if they choose. This means that the maximum duration a seafarer can stay onboard may be able to extend beyond the 12-month requirement, if authorized by the Flag State. Note that this does not apply to the repatriation requirement when a termination takes place.



4.3 Flag Administration and Classification Society Updates

We will continue to provide you with email notifications and will provide copies of new Marine Guidelines and Notices directly to your iPads. For more information you can follow the link(s) provided below:

Cayman Islands Shipping Registry: <https://www.cishipping.com/policy-advice/guidance-notes>

- Guidance Note 02/2020 Impact of COVID-19 on Cayman Islands Registered Ships

Isle of Man: <https://www.iomshipregistry.com>

- 002-20 - COVID-19 Isle of Mann Advice to Ship Operators

Malta Maritime Transportation: <https://www.transport.gov.mt/include/filestreaming.asp?fileid=4718>

- Malta MS Notice - Extraordinary measures resulting from COVID-19 Pandemic

Republic of the Marshall Islands: <https://www.register-iri.com/>

- MSA-2020-11 Handling ISM, ISPS, and MLC, Due to the Exceptional Circumstance of Covid-19
- MSA-2020-12 Corona Virus Disease Updates
- MSA-2020-14 Handling the Validity of Ships Certificates due to COVID-19
- MSA-2020-17 Temporary Alternative Inspection Protocols During COVID-19 Pandemic Response and Recovery
- MSA-2020-21 Extension of the Validity Period of Seafarers Certificates/SEA due to Covid-19

St. Vincent Shipping Registry: <http://www.svg-marad.com/Downloads/Circulars/General/GEN%2025%20COVID-19%20-%20Rev.%202.pdf>

- GEN 025 Rev.2 COVID-19 Advice from the Maritime Administration

4.4 Post COVID-19 Planning

No one knows with any certainty when this global pandemic will ease and the industry can return to pre-outbreak operations, therefore it is important to plan ahead. As a result, we recommend that wherever possible do not delay in arranging LSA & FFE equipment servicing, Flag State and Classification Society Surveys, Inspections and Audits, and any other works if it is deemed safe and practical. If you delay in making these arrangements, you may be faced with longer than expected wait times delaying trips or plans.



5 Port State Control

5.1 Guidance

The below links provide additional guidance taken by the various Port State Control organizations. This includes impacts from delay of surveys, inspections and audits, extensions of expiring Class and Statutory certificates, extended periods of LSA & FEE servicing onboard, and delays in inspections & attendance by Port State Control Officers (PSCO).

- Caribbean*: Caribbean MOU - <http://www.caribbeanmou.org>
- Europe*: Paris MOU - <https://www.parismou.org>
- South Pacific*: Tokyo MOU - <http://www.tokyo-mou.org>

*Note: The reach of the various Port State Control jurisdictions is beyond what their names and primary zones may infer. For example, the Paris MoU is involved on the French side of St Maarten and Eastern Canada while the Tokyo MoU spans from Australia to Western Canada. Visit their websites for further details or contact Dayboard for information.

6 Protective Measures

6.1 Onboard Disinfection

6.1.1 Routine Disinfection

Vessels should continue the basic routine of general housekeeping onboard to ensue health and safety for both guests and crew by using WHO and CDC guidelines:

- <https://apps.who.int/iris/rest/bitstreams/1273113/retrieve>
- <https://www.cdc.gov/quarantine/maritime/recommendations-for-ships.html>

This includes the practice of routine cleaning of frequently touched surfaces using soap and water, then disinfectant. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Masks should be worn during any cleaning process, but especially when handling linens and laundry as these are very likely to have lint and other possibly infected particles flung into the air.

Diluted bleach solutions may also be used if appropriate for the surface. Check the label to see if the bleach is intended for disinfection and has a sodium hypochlorite concentration of 5% - 6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfecting.

- Unexpired household bleach should be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation.
- Never mix household bleach with ammonia or any other cleanser.



- Leave solution on the surface for at least 1 minute.

For soft surfaces such as carpets, rugs, and drapes:

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Vacuum as usual.

For electronics, such as tablets, touch screens, keyboards, and remote controls:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instructions for cleaning and disinfecting.
- If no guidance is provided, alcohol-based wipes or sprays containing at least 70% alcohol may be used, however ensure no damage will occur to the surface. Dry surface thoroughly.

For clothing, towels, linens and other items:

- Launder items according to the manufacturer's instructions using the warmest appropriate water setting and dry items completely.
- Dirty laundry is not to be shaken prior to cleaning.
- Clean and disinfect clothes hampers according to guidance above for surfaces.

6.1.2 Precautionary Disinfection

After the use of the vessel by the Owner or charter guests, additional precautionary disinfection of the vessel may be considered. Many companies offer comprehensive decontamination solutions, but it is at the discretion of the Owner or Master if such measures are to be undertaken given the particular risks associated with the location of the vessel and if any crewmember or guest has become sick.

If, however, a crewmember or guest does display symptoms during or after the completion of a trip, then special consideration should be taken as to ensuring the vessel is properly sanitized using a third party; and in fact, may be required by government agencies.

6.1.3 Bringing Goods Onboard

Shopping is a necessity for food and other goods. However, these items can also be contaminated and should be disinfected prior to bringing them onboard.

The following are some basic guidelines that can be used:

- Shopping bags and packaging sprayed with alcohol or other disinfectant
- Produce washed in soapy water



6.2 Medical Supplies

Vessels should ensure availability of conveniently located sanitizing stations with dispensers of alcohol-based hand sanitizer. Where sinks are available, ensure handwashing supplies (such as soap and disposable towels) are consistently available. Use form **MED-05 (Outbreak Medical Equipment Onboard)** to track how many of each item is onboard and ready for use.

Vessels should carry a sufficient quantity of:

- PPE, including facemasks, NIOSH-certified disposable N95 filtering facepiece respirators, eye protection such as goggles or disposable face shields that cover the front and sides of the face, and disposable medical gloves and gowns.
- Medical supplies to meet day-to-day needs.

These recommendations should be modified to reflect individual vessel operations and the number of personnel onboard.

Forms used:

- **MED-05 Outbreak Medical Equipment Onboard**

6.3 Crew Training

Each vessel should take steps to educate the crew about recognizing signs and symptoms of COVID-19, including fever and sudden onset of respiratory infection with one or more of the following symptoms: shortness of breath, cough or sore throat.

Many onboard medical providers are providing online training so please contact your medical provider and see what training programs they are currently offering.

6.3.1 Basic Hygiene

Vessels should provide refresher training for the crew about hygiene measures:

- Hand washing technique (use of soap and water, rubbing hands for at least 20 seconds, etc.)
- When hand washing is essential (e.g. after assisting an ill traveller or after contact with environmental surfaces they may have been contaminated, etc.)
- When hand rubbing with an antiseptic can be used in lieu of hand washing and how this can be done
- Respiratory etiquette during coughing and sneezing using disposable tissues or clothing
- Appropriate waste disposal
- Use of respiratory masks
- Avoiding close contact with people suffering from acute respiratory infections



6.3.2 Advanced Training

It is also recommended that at a minimum all senior crewmembers complete the free online course offered by the IMO entitled “Operational Considerations for Managing COVID-19 Cases and Outbreaks on Board Ships”. The link can be found at:

- <https://extranet.who.int/hslp/training/course/view.php?id=326#section-0>

Log the training received as part of your medical emergency training drill in the official logbook and using form **SMS-09 (Drill Report Form)**. This report can be provided to Charter Parties as evidence of crew having undergone type specific training.

Forms used:

- **SMS-09 Drill Report Form**

6.3.3 COVID-19 Onboard Posters

Free posters regarding the following topics can be found on the International Chamber of Shipping website. It is recommended that these posters be printed out and posted in the crew common area and/or galley as appropriate. These posters cover the following topics:

- Protect yourself and others from getting sick
- Stay healthy while traveling
- Practice Food Safety
- How to safely greet others
- Be informed
- Proper usage of face masks

These posters can be found at <https://www.ics-shipping.org/free-resources>.

In addition, see **Annex I** of this document for some WHO Posters regarding proper use of face masks which can be printed and placed onboard.

6.4 Crew Movement

6.4.1 Crew Joining

Travel to the vessel

- Any mandatory quarantine periods required by the country in which the vessel is located, and to which a crewmember travels to join the vessel, should be considered. Any crewmember that is required to enter a mandatory quarantine should still be considered as being in the service of the vessel and likely such costs should be borne by the vessel. Those on Commercial Yachts should review their SEAs and those on Private



Yachts should consult their contract or agreement. If no SEA or contract exists, consult with the Owner or Master.

- If the vessel has a prior agreed policy of Precautionary Self Isolation prior to a crewmember returning to the vessel, then that can be considered a crewmember expense. Any such policies should be explained to the crew in advance, so they are aware of their obligation.
- Crewmembers should also be provided with updated travel precautions in accordance with WHO recommendations as well as any country specific restrictions.

Prior to Boarding

- Crewmembers should be made aware well in advance of their joining the vessel if any quarantine policies have been put into place that they will be expected to follow when traveling to and/or joining the vessel.
- Prior to departing for the vessel, all crew should fill out form **MED-01 (Pre-Boarding Questionnaire)** and submit it to the ships Medical Person in Charge (MPIC). To be allowed entry onboard, the questionnaire should indicate that the crewmember has been in good health for a minimum of fourteen days and has not being in contact with anyone that has or is suspected of having contracted COVID-19.

Forms Used:

- **MED-01 Pre-Boarding Questionnaire**

Upon Boarding

- Crewmembers and visitors should have their temperature taken and recorded prior to coming onboard. Anyone showing a temperature of 38 C (100.4 F) or higher should be denied entry to the vessel and transportation arranged for them to go a medical facility to be tested for COVID-19.
- Any personal baggage should be sanitized prior to being allowed onboard.
- If the vessel's policy is for crewmembers or visitors to wear PPE onboard, it should be available for them upon entry.
- It is recommended that the clothes they travelled to the vessel in be washed in accordance with quarantine protocols for sick persons onboard. If clothes are unable to be washed onboard, they can be bagged in heavy duty plastic bags and stored.

After Boarding

- Crewmembers or visitors should attempt to maintain social distancing to the extent reasonable and practical for a period of fourteen (14) days after arriving onboard. This includes limiting their interactions with other people onboard unnecessarily and respecting any PPE requirements such as masks.
- Form **MED-03 (Daily Crew/Guest Temperature Checks)** should be utilized to track the temperatures of people onboard.

Forms used:

- **MED-01 Pre-Boarding Questionnaire**
- **MED-03 Daily Crew/Guest Temperature Checks**



6.4.2 Leave

If it is possible to delay a crewmember from going on or returning from leave, it is recommended to do so to avoid any unnecessary travel. This should be done in consultation with the crewmember and may mean that rotation periods are extended and agreed holiday leave moved to another time. If this is not possible, it is recommended that prior to having the crewmember depart the vessel that suitable travel arrangements are made and confirmed in order to avoid any issues with abandonment should the crewmember not be able to travel due to national restrictions.

6.4.3 Termination of Crew / Contract

Should the contract of a crewmember expire or be terminated for cause, it is still the vessel's responsibility, where applicable, to ensure that appropriate repatriation arrangements are made based on the Seafarers Employment Agreement (SEA) or crew contract. It is recommended that as part of completing Form **CRW-04 (Crew Departure Checklist)** that any and all travel arrangements necessary for the repatriation of the crewmember be completed and confirmed prior to the crewmember being discharged. If suitable travel arrangements are not possible, consideration should be made to either extending the duration of the contact or providing the crewmember with temporary lodging onboard or ashore until they can be repatriated. Any and all arrangements should be agreed upon in writing and signed by both the crewmember and the Owner or Master, as applicable.

Forms Used:

- **CRW-04 Crew Departure Checklist**

6.4.4 Shore Leave

The largest threat to the vessel's crew will be when visiting a foreign port and having a crewmember or guest contract the virus while ashore. While guests should be encouraged to take all precautions necessary, the crew should follow strict procedures while in port to avoid exposure. This includes the restricting of crew from going ashore unless it is absolutely necessary. Furthermore, during the stay in port there should be a minimal contact between persons ashore, and the crew.

- If possible, arrange to have provisions and equipment delivered to the vessel. These items should be unpacked on deck, sanitized, and then brought onboard.
- Any interaction between those ashore and the crew should require the use of proper PPE equipment and the frequent washing of hands.

6.5 Access to the Vessel by External Visitors

For ISPS vessels, it is recommended that you apply enhanced security measures equivalent to MARSEC Level 2.

For non-ISPS vessels we recommend greatly limiting access onboard and ensuring all entry points are locked and/or monitored.

Non-essential personnel should be prohibited entry. Any contractors or agents that must board the vessel should be met at the gangway and should have on appropriate PPE as required. A single assigned crewmember, in appropriate



PPE, should test visitors for elevated temperature and signs of illness. Access should be refused to anyone whose temperature exceeds 38 C (100.4 F) or refuses to have their temperature taken and/or wear required PPE.

If possible, have visitors complete the **MED-02 Pre-Boarding Questionnaire** prior to arrival.

Contractors that are allowed entry should be escorted to the location where their work is to be conducted. If feasible, an extra effort should be made to avoid the accommodation or general use spaces such as the crew mess or galley. If possible, outside routes are preferred.

While onboard, visitors should attempt to maintain social distancing (a space of 2 meters between persons) and continue to wear required PPE.

After their work is completed, the area should be properly sanitized.

Forms Used:

- **MED-02 Pre-Boarding Questionnaire**

6.6 Chartering

For vessels that are engaged in chartering, we have provided a template, form **MED-06 (Precautionary Protocols for Chartering)** that can be amended based on the precautions you are taking onboard and provided to Charter guests prior to their arrival. In addition, we recommend that you provide all charter guests the **MED-02 (Pre-Boarding Questionnaire)** and maintain these onboard until at least a month after the charter is completed. Forms should be submitted to your Vessel Manager per standard document control practices.

Temperature checks of charter guests should be noted in the Medical Log upon arrival, and you may add guest checks to form **MED-04 (Daily Crew/Guest Temperature Checks)**.

Precautions should be taken

Forms Used:

- **MED-02 Pre-Boarding Questionnaire**
- **MED-04 Daily Crew/Guest Temperature Checks**
- **MED-06 Precautionary Protocols for Chartering**



7 Managing Suspected Cases

7.1 Outbreak Management

7.1.1 Guidance

The World Health Organization (WHO) produced an [Interim Guidance](#) on 24 February 2020 providing operational considerations for managing COVID-19 cases and outbreaks onboard ships. This guidance is based on the evidence currently available about coronavirus transmission and is to be used in conjunction with the published WHO Handbook for management of public health events onboard ships.

Dayboard has provided managed vessels with the relevant forms and guidance for disease outbreak management in conjuncture with those items identified in this document.

7.1.2 Pre-Boarding

Any crew or guest should complete the **MED-02 (Pre-Boarding Questionnaire)** and provide it to the Medical Person in Charge (MPIC) for screening prior to departing for the vessel. The form should be evaluated by the MPIC and if there is a potential risk, travel to the vessel should be cancelled or rescheduled.

Forms Used:

- **MED-02 Pre-Boarding Questionnaire**

7.1.3 Suspected Case on board

If it is determined by the Master and/or MPIC that a suspected case of COVID-19 is on board, then form **MED-03 (Outbreak Management Checklist)** should be completed. This includes the following:

- The suspected case should be isolated, instructed to wear a face mask, and confined to quarters or a suitable hospital if one is provided onboard.
- The person who is to be isolated should be advised on why they are being isolated, what they are allowed/not allowed to do while in isolation, and how long the estimated time of isolation will be.
- The MPIC, or their designee, should monitor vital signs and keep an accurate record in the Medical Logbook onboard.
- The number of persons who have contact with the suspected case should be limited and it should be ensured that anyone who interacts with the individual(s) has on full PPE.
- Transferring of the suspected case to an onshore healthcare facility should be arranged as soon as possible in cooperation with local health authorities.

Forms Used:

- **MED-03 Outbreak Management Checklist**



7.1.4 Notification Obligations

The Master must immediately inform the local health authorities in the current port or the arriving port of any suspected cases onboard. If on an international passage, then the Maritime Declaration of Health Form should be completed and sent to the arriving port. The form will be country specific so check with your local health authorities in the current port/arriving port to obtain a copy.

7.1.5 Follow-up with Close Contacts

If the suspected case tests positive for COVID-19, then all persons onboard can be identified as having been in close contact with the virus and should be monitored and potentially quarantined if and as possible. If the ability to receive testing is available, this would be recommended. If any additional cases develop these should be handled with the local health authorities.

Continual monitoring of crew and guests should continue for a minimum of 14 days.

7.1.6 Departure

In some cases, a vessel may only depart from port only after receiving permission from the local authorities if a suspected case onboard tests positive. Contact the local authorities or contact Dayboard for additional information. In addition, it is recommended that prior to departure the vessel be thoroughly cleaned and disinfected, with particular attention to the area(s) where the suspected case was isolated.



8 Annex I

On the following pages, posters are provided that can be printed and posted onboard. Please visit <https://www.ics-shipping.org/free-resources> or <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public> for additional posters.

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HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



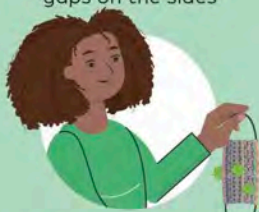
Avoid touching the mask



Clean your hands before removing the mask



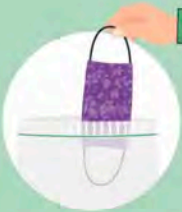
Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

[who.int/epi-win](https://www.who.int/epi-win)



World Health Organization

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask



Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

[who.int/epi-win](https://www.who.int/epi-win)



9 References

- IMO Circular Letter No. 4204/Add.3 2 March 2020:
 - <https://www.register-iri.com/wp-content/uploads/CL4204-Add3.pdf>
- Centres for Disease Control and Prevention (CDC) Interim Guidance for Ships on Managing Suspected Coronavirus Disease 2019:
 - <https://www.cdc.gov/quarantine/maritime/recommendations-for-ships.html>
- World Health Organization (WHO) Coronavirus disease (COVID-19) advice for public:
 - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- International Chamber of Shipping Coronavirus (COVID-19) Guidance for Ship Operators for the Protection and the Health of Seafarers:
 - [https://www.ics-shipping.org/docs/default-source/resources/coronavirus-\(covid-19\)-guidance-for-ship-operators-for-the-protection-of-the-health-of-seafarers.pdf?sfvrsn=6](https://www.ics-shipping.org/docs/default-source/resources/coronavirus-(covid-19)-guidance-for-ship-operators-for-the-protection-of-the-health-of-seafarers.pdf?sfvrsn=6)
- IMO Circular Letter No. 4204/Add.6 27 March 2020:
 - <http://www.imo.org/en/MediaCentre/HotTopics/Documents/Circular%20Letter%20No.4204Add.6%20%20Coronavirus%20Covid-19%20Preliminary%20List%20Of%20Recommendations.pdf>

Question? Comments?

