

APPROVED DOCUMENT

SOP TITLE	RSM-SOP-001 - Temporary Standard Operating Procedure (SOP) - Covid-19 - Onboarding Crew		
DATE SOP ACTIVATED	17/02/2022	REVIEW DATE	17/07/2022

Objective

To bring the crew back on board into a safe and healthy environment. This Temporary SOP will cover the period from 17th February 2022 until its review on 17th July 2022 or before if deemed necessary.

References

IMHA-Getting healthy seafarers to a ship

International Chamber of Shipping - Coronavirus (COVID-19) Guidance for Ship Operators for the Protection of the Health of Seafarers

European Union Healthy Gateways - Overview of personal protective equipment (ppe) recommended for personnel, crew and passengers at points of entry and on board conveyances in the context of the covid-19 pandemic

IMO Circular letter No.4204 - Coronavirus (Covid-19) - Recommended Framework of Protocols

PRAXES Covid-19 Update for Marine Operations 25 May 2020

Definitions for the purpose of clarity

Covid-19 - Corona Virus Disease 2019

Quarantine - Separating people who may have been exposed who might have the virus and may or may not show symptoms.

Isolation - Separating known infected people from everyone else

PCR swab test - A type of test that looks for the presence of genetic material from the COVID-19 virus within a swab or saliva sample.

PANBIO Covid-19 Ag Rapid test kit - The rapid test kit that is available onboard Scenic Eclipse. It is used to detect potentially contagious Covid-19 in crew members. It must only be conducted by those who hold the STCW Proficiency in Medical Care certificate and have undergone specific training to use the PANBIO rapid test OR a medical professional.

Covid free - A crew member that has undergone the full process of quarantine, testing and monitoring prior to joining the vessel and has been declared Covid free by the Medical staff.

Form - Health declaration form provided by Viking Crew

Methodology overview

The process by which we onboard crew should minimise any risk of exposure to Covid-19. By doing this we can be assured that the vessel will be crewed by personnel who are cleared as Covid free.

STAGE	DAY	ACTIVITY	MONITORING METHOD
Prior to joining		All crew should be sent the email at Annex A along with the Health declaration form (Annex B) and the ICS document: Covid-19 – Stay healthy while travelling	
1	Within 72 hours	Crew member to undergo a PCR test for Covid-19 within 72 hours of travel.	Results to be recorded on the form or certificate collected from lab facility

APPROVED DOCUMENT

2		Travel to the vessel's current port.	Self declaration of all public transport used and measures taken to prevent exposure to Covid-19
On joining			
3	1	First day of joining. Report to the ship and undergo a Rapid Antigen Test (RAT)	Hand in self declaration form to medical staff and await RAT results
3	2- 5	Report to medical centre for daily PANBIO RAT tests.	Results to be recorded in the persons electronic medical records.
3	5	On receipt of a final negative PANBIO test the crew member can then proceed normally with their duties.	

Stage 1 - Prior to travel

Our experience shows that by educating crew prior to travel and rigorously enforcing the policies and procedures that have been put in place will reduce the likelihood of infection. There is a lot of misinformation out there and it is important that the crew understand the facts and why we are doing what we are doing. A common goal is really important to getting this right.

Each crew member should be sent the Red Square Medical video "Travelling Safely during Covid-19" and a link to the Viking health declaration form (Annex B) along with the information found in Annex A.

The PCR test should be arranged within 72 hours of travel to the vessel. Results should be recorded via the form and a copy retained by the crew member to present on arrival to the Medical department.

NEGATIVE RESULT = continue with travel plans

POSITIVE RESULT = Isolate at home and seek further medical assistance if symptoms present. Contact Viking Crew to inform them of the positive test result. Any positive test result will need to be registered with the Public Health Authority of the country where tested.

The PCR test certificate confirming a negative result and the vaccination record should be sent via email from the crew member to Viking Crew who should then send copies to the Ships Doctor and Crew Purser for their records.

Stage 2 - Travel from home to the ship

This is the stage of the journey that is the highest risk. It is crucial that crew members are taking every precaution available to them to prevent exposure to infection.

Once cleared for travel, it is of utmost importance that a **strict sanitary corridor** is put in place for crew transport, in order for the crew member to avoid exposure with contagious individuals.

Confirmed arrangements must have been made and/or seafarer advised that all home/airport/vessel transfers must be by licensed taxi or private car. In addition to the 2-meter social distancing when possible, instruct that the taxi's recirculating air supply and AC must be off.

The joining seafarer shall use a face mask and hand sanitizing gel all along the sanitary corridor from Home to Ship.

Crew members have been advised to maintain a minimum of 2 meters physical distancing, avoid unnecessary groups of people at the airport and utilize online check in where possible.

Crew members have been instructed to wear face masks throughout the journey, washing hands and sanitizing surfaces frequently. They must also be advised to avoid touching their face, mouth, eyes and nose.

Stage 3 - First day of joining

Once a crew member arrives at the ship they must be met by a member of the onboard team who will check their vaccination card and PCR results. Once these have been sighted and are correct then the crew member should undergo a PANBIO Rapid Antigen Test. These results should be recorded on the ship's log found in the medical centre.

The vaccination card will be handed in to the Crew Purser who will keep it on file with the crew members other documents so that it can be returned to them on disembarkation.

NEGATIVE RESULT = The crew member may proceed to their duties. They should be tested using the PANBIO tests daily for the first 5 days. During this time they must wear masks at all times and strictly observe physical distancing.

POSITIVE RESULT = The crew member must self quarantine and a PCR Test must be completed for confirmation. Should the PCR test come back as positive then the Outbreak Management Plan should be activated until the crew member can be landed ashore. Any positive test result will need to be registered with the Public Health Authority of the country where tested.

APPROVED DOCUMENT

ANNEX A – Email template for Viking to send crew member

Good Afternoon,

Onboard <<insert ship>>, we are working exceptionally hard to ensure a safe and healthy working environment awaits you on arrival. We cannot do this without your commitment to preventing the transmission of Covid-19 during your journey to join us.

As you will be aware, all crew are required to have completed their course of COVID-19 vaccinations and if possible a booster prior to joining the ship. This coupled with a negative PCR test is the most reliable way we have of ensuring your health and safety when embarking.

Please watch this video <https://youtu.be/TVjurO3dX6Q> in its entirety, read the attached document titled: Covid-19 – Stay healthy while travelling and print out the attached health declaration form.

Please ensure you fill out the form carefully, reading the questions and ensure the answers are accurate before sending.

You will be required to get a PCR Swab test within 72 hours of your travel date. The result from this test will be recorded on the form and you will need to get a copy of the results to bring to the ship with you. Please ensure you take all necessary precautions when leaving your home to get your test done to protect yourself.

A negative test result will mean that you can now travel to the ship. **A POSITIVE RESULT WILL MEAN THAT YOU WILL HAVE TO QUARANTINE AND YOU WILL NOT BE ABLE TO TRAVEL TO JOIN THE VESSEL.** It is of the utmost importance that you strictly adhere to the quarantine.

Please ensure that you send a copy of your test results and Pre-Travel COVID Health Declaration to scenic@vikingcrew.com prior to flying to the ship.

The following protocols must be followed at all times when you leave home until arrival at your final destination:

- Remain vigilant about physical distancing
- Carry hand sanitiser and regularly use it
- Wash your hands thoroughly with soap and water regularly
- Avoid touching your face, mouth, eyes and nose.
- Wear a mask at all times unless you are eating and drinking
- Continue to check in using the app/form
- Take every available precaution to prevent yourself from coming into contact with any other people during the transit from your home to the ship

Upon arrival you will be seen by the Doctor who will take you through a checklist and conduct a Rapid Antigen Test. If the results are negative then you can proceed to your duties. You will then be Rapid Antigen Tested daily for the first 5 days onboard.

APPROVED DOCUMENT

Should it be positive, you will undergo a PCR test and you will be required to self-isolate until medical staff deem you fit to return to work or should you develop symptoms, medical assistance sought.

By taking every precaution available and following the advice we have given you in the video you will be contributing to the overall health and safety of the crew onboard our beautiful ship.

Please be advised this email does not require an acknowledgement.

Kind Regards

ANNEX B - Crew Health declaration form for attaching to email sent to the crew

Pre-Travel COVID Health Declaration				
Date Completed:		Vessel:	Embarkation Port:	Embarkation Date:
Full Name: (as shown on passport)		Date of Birth:	Contact Mobile Phone Number:	
Please fill this in before travelling to the ship and present to ship staff when joining the vessel				
Currently, and in the past 14 days:			Yes	No
1	Have you had any symptoms of fever, chills, feverishness, cough, shortness of breath or difficulty breathing, sore throat, fatigue, muscle or body ache, headache, congestion or runny nose, new loss of taste or smell, diarrhea, vomiting or nausea?			
2	Have you had contact with, or helped care for, anyone suspected of diagnosed as having COVID19, or who is currently subject to health monitoring for possible exposure to COVID19?			
3	Have you been tested for coronavirus (COVID-19)?			
4	Have you NOT been able to do 7-day self quarantine before departing your home?			
5	Do you have any current medical or health problems? Do you take any medications regularly?			
Health Questionnaire to be completed prior to departure and sent to Scenic@vikingcrew.com				
Complete when arriving at Vessel:				
Please fill this on arrival to the vessel; Answers are to reflect your CURRENT status:			Yes	No
6	Do you have any change in symptoms mentioned before travelling?			
7	Did you use a mask, practiced physical distancing and sanitize or wash your hands as often as possible whilst travelling?			
8	Flight Details:			
	Airline	Number	Travelling Through	Hotel Accomodation

APPROVED DOCUMENT

Temperature:		Medical Team should be alerted should your temperature be					
Saturation:		higher than 37.5 C / 100.04 F					
I certify that the above declaration is true and correct and understand that any dishonest answers may have serious public health implications							
COMPLETED BY							
Signature				Date			
PLEASE BRING THIS DOCUMENT WITH YOU WHEN JOINING THE VESSEL							

APPROVED DOCUMENT

ANNEX C – to be completed by Medical Department - Covid free declaration

FULL NAME		ONBOARD STAFF NAME	
DATE OF BIRTH		POSITION ONBOARD	
MOBILE PHONE		DATE FORM STARTED	
Please complete this form to provide evidence that the crew member named above has completed the health declaration form and has had a negative PCR test for Covid-19 prior to travel followed by 5 daily PANBIO Rapid Antigen Tests once embarked.			
SECTION 1 - TO BE COMPLETED WHEN CREW MEMBER ARRIVES AT THE SHIP			
Stage 1 - Prior to travel Please site the crew members health declaration and ensure that it has been completed daily. Ask the following questions: <ul style="list-style-type: none"> • What have you been doing the last 7 days? • Is it possible the crew member has been exposed to Covid-19? • At any point during the 7 days did they develop any symptoms, no matter how mild? 		<i>Make any relevant notes here</i>	
Result of pre travel PCR swab test. Make sure they have evidence of the result for you to site. <i>(circle result)</i>		POSITIVE	NEGATIVE
Stage 2 - Travel from home to embarkation port Ask the following questions of all crew members: <ul style="list-style-type: none"> • What mode/s of transport were used to get to the embarkation port? • What precautions did the crew member take to protect themselves? • Did they feel that they may have been exposed to anyone who may have had Covid-19 symptoms? 		<i>Make any relevant notes here</i>	
Result of embarkation PANBIO Rapid test		POSITIVE	NEGATIVE
Date PANBIO Rapid test taken			
Batch number of PANBIO Rapid test used			
Day 2 PANBIO test result	Day 3 PANBIO test result	Day 4 PANBIO test result	Day 5 PANBIO test result
POSITIVE NEGATIVE	POSITIVE NEGATIVE	POSITIVE NEGATIVE	POSITIVE NEGATIVE
SECTION 3 - TO BE COMPLETED BY THE MEDICAL TEAM PRIOR TO THE CREW MEMBER BEGINNING WORK			
Onboard staff declaration I declare that I have scrutinised the crew members documentation and carried out daily PANBIO tests. I am of the opinion that this crew member has taken all necessary precautions to ensure they have not come into contact with Covid-19.			
SIGNED		DATE	

