

Guidance for Cargo Port Against COVID-19

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Part I Guidance for Cargo Ports Prevention Epidemic

I. Scope of Application

This guideline applies to the sanitary prevention and control management of all areas and premises, equipment, facilities, and personnel within the scope of port freight companies during COVID-19. It mainly includes the requirements for operation management, ventilation and environmental sanitation requirements, cleaning and disinfection of personnel gathering areas, personal hygiene protection, etc.

II. Management and Operation Requirements

1. The "six musts" must be done for resumption of production:

- (1) Must establish an enterprise epidemic prevention and control working mechanism;
- (2) Must formulate a enterprise epidemic prevention and control work plan and a return to production implementation plan;
- (3) Must check the trip information during the holidays of each employee;
- (4) Must sanitize the facilities and equipment of public places and people gathering places within associated scope.
- (5) Must check the inventory of epidemic prevention materials must, and check the cycle of continuous production;
- (6) The safety inspection of production facilities and equipment must be carried out to ensure that the facilities and equipment are in a safe state.

2. The first day of construction must be "five in place":

- (1) The "six musts" for the resumption of production of the enterprise shall be in place;
- (2) In order to get in and out of vehicles and personnel of an enterprise, measures for registration and elimination of epidemic prevention must be in place;
- (3) Dissemination of publicity materials for epidemic prevention and control must be in place;
- (4) The publicity of epidemic prevention and control knowledge in teams should be in place;
- (5) The commitment of enterprises and employees to cooperate with the territorial government and the community (village) for joint prevention and control must be in place.

3. During the normal production, "four insistences" must be achieved:

- (1) Insist on taking the post after the body temperature test of all staff members every day;
- (2) Persist in killing epidemic prevention before and after work every day (the key areas where personnel are concentrated should be killed many times);
- (3) Adhere to the daily entry and exit of vehicles, personnel registration, and elimination of epidemic prevention;
- (4) Persist in reporting to the territorial government and community (village) daily.

4. Configure infrared hand-held thermometer for temperature detection, and urge workers to wear protective masks. Persons who are suspected of fever, cough, and other symptoms of neo-coronary pneumonia infection should be disposed of after taking personal protective measures, and report the situation to the person in charge in a timely manner.

5. In a prominent area at the entrance, use health posters or video scrolling to prevent and control health education.

6. Ensure that the hand-washing facilities set up in the place where people gather within the unit (such as: reception hall, waiting room, canteen, toilet, collective dormitory, etc.) are running normally, equipped with quick-drying hand disinfectant, or can be equipped with inductive Disinfection facilities. Avoid sharing or mixing the beds in the waiting building and the dormitory on duty.

III. Ventilation and Related Surroundings Sanitation Requirements

1. Reception halls, waiting rooms, canteens, conference rooms, office areas and other space areas should be regularly opened for ventilation, to maintain indoor air circulation, ventilation frequency no less than 2-3 times a day, each time no less than 30 minutes.

2. Natural ventilation is preferred. If an air conditioner is used, the air supply of the air conditioning system should be ensured, and sufficient fresh air input should be ensured. All exhaust air is discharged directly to the outdoors. When the air conditioner is not used, the return air duct should be closed.

3. Keep the related surroundings clean and tidy. When vomiting occurs in persons suspected of new coronary pneumonia infection symptoms, they should immediately use a disposable absorbent material with a sufficient amount of disinfectant (such as a chlorine-containing disinfectant) or an effective disinfection towel to disinfect the vomit. After clearing the vomit, disinfect the surface with chlorine disinfectant.

4. Strengthen the cleaning of garbage containers such as trash cans and disinfect them regularly. It can be sprayed or wiped with a chlorine-containing disinfectant containing 250mg / L to 500mg/ L of available chlorine, or wiped with a disinfected wipe.

IV. Cleaning and Disinfection Control

1. Comprehensively control the supply and demand of preventive and control materials, such as protective supplies, killing supplies, equipment and facilities, purchase reasonable inventory in advance, and coordinate and coordinate the protection of preventive and control materials. Epidemic prevention materials include, but are not limited to: medical surgical masks (or other higher-level protective masks, hereinafter referred to as "protective masks"), protective clothing, protective glasses or protective face shields, disinfectant (containing effective

chlorine 250mg / L ~ 500mg / L's chlorine-containing disinfectant or 75% alcohol, the two must not be mixed together), disinfection hand sanitizer, disinfection paper towels, disposable gloves, rubber gloves, thermometers, infrared thermometers, emergency transportation vehicles, emergency drugs, etc.

2. Select a suitable disinfection product: For frequently contacted surfaces (such as reception windows, elevator buttons, handrails, door handles, etc.), you can spray or wipe with a chlorine-containing disinfectant containing effective chlorine 250mg / L ~ 500mg / L , You can also use disinfection wipes to wipe. The disinfection products used should meet the national health and health management requirements.

3. Personnel gathering areas (such as reception hall, waiting room, canteen, meeting room, office area, bathroom, collective dormitory, etc.) should be cleaned and disinfected at least twice a day at regular intervals. The disinfection operation should avoid the operation time and do as much as possible. Good record. Can be sprayed with chlorine-containing disinfectant (using 84 disinfectant at a ratio of not less than 1:50), spraying chlorine-containing disinfectant to ensure that it is not less than 20 ~ 30mL per cubic meter, or use a concentration of not less than 75% Alcohol wipes related equipment and areas touched by multiple people. At the same time, pay attention to safety and do not mix.

4. During spraying the disinfectant, the spraying area should be kept relatively closed to achieve the disinfection effect. After spraying the disinfectant for 20 minutes, arrange personnel to open the window and ventilate. After at least 10 minutes, the space area will resume normal use.

5. Strengthen the supervision and inspection of the implementation of prevention and control of disinfection, record in detail the disinfection method, time, and the person in charge of implementation, establish and maintain records, and report as required. Contaminated goods (such as vegetables, fruits, grains, clothing, and waste materials that may be shipped) should be disinfected and ventilated during loading, unloading, and sorting operations. Workers should wear protective masks, gloves, and other personal protection. Supplies.

V. Precautions for Personal Hygiene Protection

1. Port freight enterprises should set up 1-2 non-contact temperature detection points at the entrance passage to minimize entrances and exits or maintain one-way entry and exit. When conducting the entrance inspection, the staff should try to keep a distance of more than 1 meter from the inspected object, wear work clothes, protective masks, disposable gloves or rubber gloves, and can wear protective glasses or protective screens if possible.

2. The employees of a port freight company that meet the requirements for returning to work

should undergo general inspection before entering the port freight company, and their temperature measurement should be normal.

3. The personnel of subcontracted units or labor units (such as mobile machinery drivers, loaders, maintenance workers, etc.) who need to enter the site should make an appointment in advance and be allowed by the affiliated unit, and undergo general inspection at the entry gate, and the temperature measurement is normal. 3. Wear protective masks and cooperate with registration of entry reasons, operations, and contact information before entering.

4. Visitors, business personnel, etc. must make an appointment in advance if they need to enter Hong Kong, and explain whether they are from Hubei and other places where the epidemic occurred and their own physical conditions, and the department head should report it to the manager in charge before agreeing. Both sides of the reception of foreigners need to wear protective masks to reduce physical contact such as shaking hands and hugging, and wash their hands in a timely manner.

5. Personnel gathering areas (such as office areas, waiting rooms, conference rooms, canteens, bathrooms, collective dormitories, etc.) within the scope of port freight companies should be separated and separated as far as possible from other people (at least 1 meter) to reduce the possibility of contact and short-distance transmission, keeping the office environment clean.

6. Minimize on-site meetings or video conferencing. When attending a live meeting, participants should wear protective masks at intervals of more than 1 meter to reduce centralized meetings and control the meeting time. When the meeting time is too long, open the window and ventilate it once. After the meeting, the venue and furniture must be disinfected. Tea supplies are recommended to be immersed in water for disinfection.

7. Canteens use divided meals to avoid personnel gathering. The canteen is disinfected once a day. The table and chairs should be disinfected after use. The tableware should be disinfected at high temperature. The operating room should be kept clean and dry. It is strictly forbidden to mix raw food and cooked food. Avoid raw meat.

8. All personnel should wear protective masks properly to maintain hand hygiene at all times. Minimize contact with public goods and parts, wash hands thoroughly with soap and water (running water) after coughing or sneezing, before eating, after going to the toilet, when hands are dirty, after touching others, and use the "six-step hand-washing method" to wash hands; outside When water is not available, use alcohol-based disinfection products (such as a 75% alcohol solution) to clean your hands.

9. Office staff can often use disinfection wipes to wipe door handles, phones, keyboards, mice, office stationery and so on. During on-the-job work, reduce the number of people moving between offices and try to work by telephone, email, WeChat, etc. Wash hands before and after

transferring paper documents, and wear protective masks.

10. In addition to entering the port for temperature detection, open-air operators of port cargo enterprises should wear protective masks and use walkie-talkies to communicate operating instructions. It is necessary to maintain a separation distance of more than 1 meter when the personnel gather and communicate.

11. Alcohol spraying and wiping operation equipment are prohibited in dangerous goods operation places, and alcohol disinfection of opponents, shoes, and clothes is prohibited. Disinfection solutions and disinfection paper towels are recommended for disinfection.

12. In addition to the daily safety inspection and operation of dangerous goods, attention should be paid to the electrostatic hazards that may be caused by wearing protective clothing (if any). Static elimination procedures must be performed when entering dangerous goods work sites.

Part II Emergency Treatment Plan

I. Application

This treatment plan is applicable to the response and disposal of suspicious infector of Novel Coronavirus Pneumonia (shortened as: COVIND-19) in cargo port. All person shall obey the unified deployment from sanitary authority department or the higher-level unit, if the authorities start emergency response to the accident.

II. Duty

Cargo port should clearly fix the organization and specific personnel who is in charge for overall emergency response on duty for epidemic prevention monitoring, isolation and monitoring, information collection and reporting, emergency investigation, disinfection, and logistics support.

III. Facility

Cargo port should set up separate areas where are for temporary isolation and observation of suspicious infections and close contacts (referred to as suspicious observation rooms, close contact observation rooms), coordinate, or temporarily set up special emergency transfer vehicles equipped with thermometers and other monitoring equipment such protective clothing, goggles, protective masks, gloves and other protective supplies, disinfection supplies such as chlorine disinfectant as well.

IV. Procedure and measures

(I) Disposal of Suspected Infected Persons

1. Person as ship supply, drivers, public officials and related staff who are suspected infected COVIND-19, are prohibited entering the port area.
2. The crew members who are checked to be suspiciously infected COVIND-19, are prohibited from disembarking and the ship owner and ship agent are notified immediately.
3. The workers who are suspiciously infected COVIND-19 in the port will stay in observation

rooms guided by isolation guardian with medical protective masks or ordinary surgical masks (no one-way exhalation valve), and protected disposable latex gloves.

4. All information will be immediately reported to port executive leaders, the local sanitary department and specific hospital for COVID-19 according to emergency working instructions.

5. The suspicious infected person will be required to transfer to specific vehicle assisted by quarantine guardian after person from sanitary department or specific hospital arriving.

(2) Treatment of close contacts

1. The persons who had contacted with the suspected infected COVID-19, are monitored by investigator and related sanitary department.

2. The arriving crew who had contacted with the suspected infected COVID-19 in the port area, are quarantined locally and immediately. Information should be circularized to ship owner and ship agent to investigate other close contactors who were off-boat to locally quarantine and further observation.

3. Any port staff who had contacted with the suspected COVID-19, will be investigated all contacted working partners within 14 days. Related staff will be quarantined and observed then inform investigating information to port company.

4. The port company should arrange specific personnel who track and report the confirmed diagnosis information to sanitary department and deal with associated matters. Temporary isolated and observed staff are out of quarantine if they are excluded by sanitary department.

5. Related services on diet, medicine and communication should be provided according to the immediate situation during isolated period in the port.

(3) Suspicious infected disinfection

1. Conduct a site inspection immediately and arrange disinfection personnel to disinfect the area to avoid contaminating again after the suspected infection and quarantined regardless of whether the case diagnosed or not.

2. All-site disinfection immediately after the personnel are transferred from the suspicious observation room.

3. The vehicles should be disinfected completely after transferring suspected infected persons.

(4) Information reporting

The on-site personnel should immediately report the suspected infected information to the person on duty, who should comprehensively organize the on-site disposal work and report the incident to the superior.

V. Notes

Workers involved in emergency treatment should fully self-protected .

Related Terms

(A) Suspicious Infected Person.

1. Body temperature ≥ 37.3 °C monitored by clinical thermometer.

2. Appeared symptoms shown by trip registration.

3. Person who are symptomatic of weakness, dry cough, and other respiratory symptoms.

4. Reports from related units or the masses.

(2) Close contactor

1. Close contactors in the cargo ship means all personnel in the same cabin with suspected cases without protective measures during the contacting period.

2. Close contactors in port area means all personnel in the working area with suspected cases without protective measures during the contacting period. Following as:

(1) Person who are accommodating including on-duty room , working, dining or other close contacting at close distances or sharing the same room .

(2) Person who arrived in the port by the same vehicle with a close distance contacted.

(3) Person who are assessed by on-site monitor and the related emergency treatment staff.

Part III Guidelines on Preventing Epidemic from Overseas

I. Application

The guidelines are applicable to prevent and control ship berthing, crew and boarding operators for port enterprise during the COVID-19 epidemic period .

II. Reinforce ships calling information

Port enterprises should establish a system of epidemic prevention wholly and strictly. Port should reinforce ship calling information and control issues on severe epidemic regions from overseas as following.

1. Ship track information, calling and departure.
2. Crew curriculum and health information.
3. Ship quarantine certify and anti-epidemic measures.
4. Staff contact information including on and off ship, material delivery and other activities in the port.
5. Relevant information as close contact with crew.
6. Treatment information of sewage and ballast water.

III. Prevention measures

1. Supervise the shipper to monitor crew's temperature. Shippers and ship agents are required to inform medical care personnel team and disease control personnel authority to deal with the person who is checked out fever symptoms.
2. Strictly control disembark activities and non-staff are not allowed in the ship unless special circumstances is required.
3. The worker who disembarking ship should wear masks, gloves, protective clothing, goggles and other protective articles with their body temperature monitoring information and health conditions.
4. Try not to contact the crew directly. The personnel should work in the open area if any necessary needed with a safe distance and self-protection. All boarding personnel are prohibited from the crew living area.
5. The disembarking personnel should stop their working and return if they need meals and short break during the working period. Any meals and short break in the crew living area are prohibited.
6. Disembarking workers must take disinfection after work finished, and the working clothing and tools should be disinfected, any waste products should be centralized processing.

7. The pilot who disembarking ship should wear masks, gloves, protective clothing, goggles and other individual protective articles.
8. Reduce contacts with the crew and cut down unnecessary ship drivers' number during piloting.
9. Pilots are prohibited from meals and any drinks in the ship.
10. Pilots choose outdoor passages better during working to avoid contacting with crew's living materials in the ship.