



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE CIRCULAR  
NO. 04 OF 2020

12 February 2020

Harbour Craft Community  
Pleasure Craft Community  
Shipping Community

### **DORSCON Orange Precautionary Measures For Shipping Community**

1. On 7 February 2020, the Singapore Ministry of Health (MOH) raised its risk assessment from Disease Outbreak Response System Condition (DORSCON) level Yellow to DORSCON Orange.
2. At present, there are no restrictions to shipping activities. Ships can continue to berth at terminals to carry out operations. To date, there is no significant disruption in the Port of Singapore due to the 2019-nCoV situation.
3. With the heightened posture, the Maritime and Port Authority of Singapore (MPA) will put in place the additional precautionary measures that MOH has introduced to minimise the risk of further transmission of the 2019 Novel Coronavirus (2019-nCoV) in the community. This is on top of the measures that MPA had implemented under Port Marine Circular (PMC) 02 of 2020 dated 1 February 2020 – *“Extension of Precautionary Measures to Minimise Risk of Community Spread of the 2019 Novel Coronavirus in Singapore”* and PMC 03 of 2020 dated 1 February 2020 – *“Maritime Declaration of Health”*.
4. In line with MOH’s media release dated 7 February 2020 (**Annex 1**):
  - a. Additional Precautions for Large-Scale Events. MPA advises the shipping community to cancel or defer non-essential large-scale events. For those who choose to proceed, they should take all necessary precautions to minimise the risk of community transmission. Individuals who are unwell, on Leave of Absence, or have recent travel history to mainland China, should not attend such events.
  - b. Daily Health Checks. All ship masters and employers should require their crew and employees to conduct regular temperature-taking and check

whether they have respiratory symptoms such as cough and runny nose. Temperature should be taken at least twice daily, and anyone with a fever or is unwell should see a doctor immediately.

- c. Enhance Business Continuity Capability. All ships and workplaces should step up their business continuity plans, and prepare for widespread community transmission. The business continuity plans can include allowing employees to telecommute or segregation of teams.
- d. Role of Individuals in Preventing Transmission. The most effective method to prevent transmission remains through good personal hygiene of regular hand washing with soap and water, and the use of hand sanitisers when soap and water are unavailable. Individuals should avoid touching their face unnecessarily, especially if their hands are not clean.
- e. Temperature Screening at Sea Checkpoints for Inbound Travellers. Since 24 January 2020, MPA has implemented temperature screening at all sea checkpoints, including ferry and cruise terminals, PSA terminals and Jurong Port, for inbound travellers.

#### Industry-led Initiatives

5. Temperature Screening at Cruise and Ferry Terminals. Since **8 February 2020, 2359hrs**, cruise and ferry terminal operators have implemented centralised outbound temperature screening for departing passengers. This is an additional precautionary measure by the terminal operators to ensure the health and safety of all passengers and crew.

6. Cleaning and Disinfection. Cruise and ferry operators have also stepped up their cleaning and disinfection regime on board the cruise ships and ferries, especially in common or public areas to help prevent the widespread transmission of the 2019-nCoV.

#### Further Advice

7. MPA advises the shipping community to adhere closely to the following press releases and advisories:

- a. GOV.SG article dated 6 February 2020 on different DORSCON levels (**Annex 2**)
- b. MOM general advisory for workplace measures in response to DORSCON Orange situation in Singapore dated 7 February 2020 (**Annex 3**)
- c. ICA updates on border control measures in response to the 2019 novel coronavirus (**Annex 4**)
- d. MPA advisories on 2019 novel coronavirus (nCoV) (**Annexes 5, 6 and 7**).

## Conclusion

8. MPA urges the shipping community to remain vigilant, resolute and stay united in tackling the novel coronavirus (nCoV) situation. Organisations and individuals can play a part in reducing the risk of imported cases and community transmission. Singapore's port operations continue to forge ahead and we thank partners for the support.

CAPT CHARLES DE SOUZA  
DEPUTY PORT MASTER  
MARITIME AND PORT AUTHORITY OF SINGAPORE



## Press Release

## FOR IMMEDIATE RELEASE

**RISK ASSESSMENT RAISED TO DORSCON ORANGE**

Contact tracing for Case 29 (announced on 6 February) so far has not established a link to previous cases or travel history to mainland China.

2. Today, the Ministry of Health (MOH) has confirmed three additional cases of 2019 novel coronavirus (2019-nCoV) infection in Singapore. Contact tracing is underway; as of now, we have not uncovered links to previous cases or travel history to China.

3. As there are now a few local cases without any links to previous cases or travel history to China, we have stepped up our risk assessment from DORSCON Yellow to DORSCON Orange.

**Precautionary measures calibrated to manage escalating scenarios**

4. We have planned for such a scenario involving community spread. Since last month, the Government has implemented a series of defensive measures to reduce the risk of imported cases and community transmission. We have strengthened these measures progressively as the situation escalated, both globally and in Singapore.

5. With the heightened risk posture of DORSCON Orange, we will be introducing the following additional precautionary measures to minimise the risk of further transmission of the virus in the community:

Additional precautions for large-scale events

6. We advise event organisers to cancel or defer non-essential large-scale events. For those who choose to proceed, they should take all necessary precautions. These include:

- Carry out temperature screening;
- Look out for respiratory symptoms such as cough or runny nose, and deny entry to unwell individuals;
- Remind participants not to attend if the participants have recent travel history to mainland China, and require travel declaration, if possible;
- Ensure that event venues are ventilated and are adequately equipped with facilities for hand washing; and
- Increase the frequency of cleaning commonly used areas; and
- Maintain a registration list of participants, if practical.

7. Individuals who are unwell, on Leave of Absence, or have recent travel history to mainland China, should not attend such events.

#### Daily health checks at the workplace

8. All employers should require their employees to conduct regular temperature-taking and check whether they have respiratory symptoms such as cough and runny nose. Temperature should be taken at least twice daily, and anyone with a fever or is unwell should leave office immediately to see a doctor.

#### Enhance business continuity capability at workplaces

9. All workplaces should step up their business continuity plans, and prepare for widespread community transmission. The business continuity plans can include allowing employees to telecommute or dividing the workforce into segregated teams.

#### Raise protection of vulnerable groups

##### *Healthcare institutions*

10. MOH will be implementing temperature screening and closer controls of entry points into the hospitals. Our hospitals will introduce measures to care for patients with pneumonia separately from other patients, to reduce risk of transmission. MOH will continue to work with the healthcare institutions to enhance infection control.

##### *Schools*

11. With immediate effect, schools will suspend inter-school and external activities till the end of the March school holidays. These include the national school games, learning journeys and camps. All schools and teachers will also continue to implement the enhanced measures announced on 4 February, such as classroom-based assemblies, school-based co-curricular activities in smaller groups and staggered recesses.

##### *Preschools and social/ eldercare services*

12. Preschools and social/ eldercare services will limit the number of visitors to their premises.

#### **Role of individuals in preventing transmission**

13. The measures we are taking will only be effective in containing the spread of the virus if individuals also play their part. The 2019-nCoV is transmitted through contact with droplets from infected individuals, either directly or indirectly through hands that have come into contact with these droplets. The virus can also transmit through surfaces that have been contaminated with these droplets.

14. Even with community transmission, the most effective method to prevent transmission remains through good personal hygiene of regular hand washing with soap and water, and the use of hand sanitisers when soap and water are unavailable.

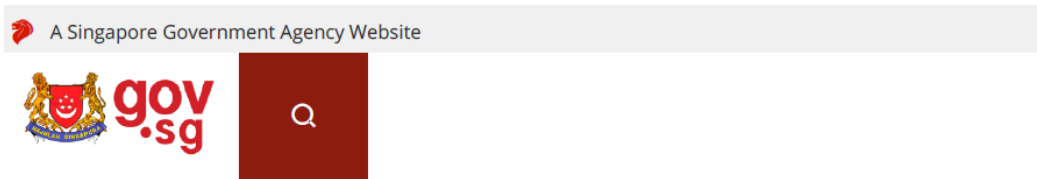
We should avoid touching our face unnecessarily, and especially if our hands are not clean.

15. As a general good practice, we advise people not to shake hands during this period, but adopt alternative greetings.

16. People who are unwell should stay at home, and wear a mask if they must go out, such as to see the doctor. In particular, they should avoid coming into close and sustained proximity with others. Workers who come across customers who are unwell, should immediately advise customers to leave and go see a doctor.

**MINISTRY OF HEALTH**  
**7 FEBRUARY 2020**

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## What do the different DORSCON levels mean

The colours describe the current disease outbreak situation and what needs to be done

3 min read | Published on 06 Feb 2020

When there is an outbreak resulting in the spread of an infectious disease worldwide, Singapore puts in place prevention and response plans.

As part of this plan, the 'Disease Outbreak Response System Condition' (DORSCON) is a colour-coded framework that shows the current disease situation. The framework provides us with general guidelines on what needs to be done to prevent and reduce the impact of infections.

DORSCON takes into account:

- The current disease situation overseas
- How transmissible the disease is
- How likely it is to arrive in Singapore
- What impact it may have on Singapore's community

<b>DORSCON ALERT LEVELS</b> (Disease Outbreak Response System Condition)				
	GREEN	YELLOW	ORANGE	RED
<b>Nature of Disease</b>	Disease is mild <b>OR</b> Disease is severe but does not spread easily from person to person (e.g. MEKS, H7N9)	Disease is severe and spreads easily from person to person but is occurring outside Singapore. <b>OR</b> Disease is spreading in Singapore but is (a) typically mild i.e. only slightly more severe than seasonal influenza. Could be severe in vulnerable groups. (e.g. H1N1 pandemic) <b>OR</b> (b) being contained	Disease is severe <b>AND</b> spreads easily from person to person, but disease has not spread widely in Singapore and is being contained (e.g. SARS experience in Singapore)	Disease is severe <b>AND</b> is spreading widely
<b>Impact on Daily Life</b>	Minimal disruption e.g. border screening, travel advice	Minimal disruption e.g. additional measures at border and/or healthcare settings expected, higher work and school absenteeism likely	Moderate disruption e.g. quarantine, temperature screening, visitor restrictions at hospitals	Major disruption e.g. school closures, work from home orders, significant number of deaths
<b>Advice to Public</b>	<ul style="list-style-type: none"> <li>• Be socially responsible: if you are sick, stay at home</li> <li>• Maintain good personal hygiene</li> <li>• Look out for health advisories</li> </ul>	<ul style="list-style-type: none"> <li>• Be socially responsible: if you are sick, stay at home</li> <li>• Maintain good personal hygiene</li> <li>• Look out for health advisories</li> </ul>	<ul style="list-style-type: none"> <li>• Be socially responsible: if you are sick, stay at home</li> <li>• Maintain good personal hygiene</li> <li>• Look out for health advisories</li> <li>• Comply with control measures</li> </ul>	<ul style="list-style-type: none"> <li>• Be socially responsible: if you are sick, stay at home</li> <li>• Maintain good personal hygiene</li> <li>• Look out for health advisories</li> <li>• Comply with control measures</li> <li>• Practise social distancing: avoid crowded areas</li> </ul>

Source: Ministry of Health

There are 4 statuses – Green, Yellow, Orange and Red, depending on the severity and spread of the disease. For each status, it details the impact on the community, such as the measures to be taken in daily life (e.g. temperature screening, border measures), and advice to the public (e.g to look out for travel advisories).

each status, it details the impact on the community, such as the measures to be taken in daily life (e.g. temperature screening, border measures), and advice to the public (e.g to look out for travel advisories).

During the SARS experience in Singapore, the status was Orange, meaning the disease was severe and spread easily, but still contained.

You can keep updated on the DORSCON status for nCoV on the [MOH website](#).





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[eServices](#) | [Calculators](#) | [Forms](#) | [Newsroom](#)

## General advisory for workplace measures in response to DORSCON Orange situation in Singapore

Updated as of 7 February 2020

1. With the occurrence of a few local cases of 2019-nCoV without any links to previous cases or travel history to China, MOH has stepped up its risk assessment from DORSCON Yellow to DORSCON Orange on 7 February 2020.
2. The tripartite partners – the Ministry of Manpower (MOM), the National Trades Union Congress (NTUC) and the Singapore National Employers Federation (SNEF) – are issuing this advisory on the appropriate workplace measures to guide employers to continue running their operations while minimising risks of community spread of the 2019-nCoV.

### **Measures for Employers and Workplaces under DORSCON ORANGE**

#### **Business Continuity Plans and Managing Operations**

3. Employers should step up their Business Continuity Plans (BCPs), and prepare for widespread community transmission. Employers which have not developed BCPs may wish to refer to the [Guide on Business Continuity Planning for 2019 novel coronavirus](#) <sup>1</sup> to develop their BCPs as soon as possible.
4. Specifically, employers may wish to consider the following in their BCPs:
  - a. **Frontline staff** – For employers who manage frontline staff, they may wish to consider split team arrangements under their BCPs to ensure continuity of services. Split team arrangements refer to allocating employees under alternate teams (e.g. Team A & Team B) who can be deployed according to different work schedules or at different work sites. Team A and Team B should be physically segregated to avoid the risk of infection between teams. Employers could also cross-train employees and establish covering arrangements to minimise disruptions.
  - b. **Backend staff** – Employers are encouraged to allow backend staff to work from home where feasible. Employers can also consider split teams where some backend staff would work from the office while others work from home to minimise interaction. Employers may wish to procure the necessary equipment and review their work processes to facilitate employees to utilise flexible work arrangements.
  - c. **Temperature Screening**. Depending on the nature of business and environment, employers may consider measures in their BCPs to control and log access of visitors/customers to their workplaces, with temperature screening where necessary. In general, frontline staff who do temperature screening for visitors/customers should don masks. BCPs should give guidance to frontline staff to ask the customers who are unwell to reschedule their appointments and return another day when they are well.
5. Prior to executing the BCPs, employers should clearly communicate and explain to employees the measures that are being implemented as well as their roles and responsibilities. Where possible, unionised employers should engage their unions on their BCPs early to provide assurance to employees.
6. As advised by MOH, employers are advised to cancel or defer non-essential large-scale events. Those who choose to proceed should take additional precautions:

- a. Carry out temperature screening;
  - b. Look out for respiratory symptoms such as cough or runny nose, and deny entry to unwell individuals;
  - c. Remind participants not to attend if they have recent travel history to mainland China or are under leave of absence, and require travel declaration, if possible;
  - d. Ensure that event venues are ventilated and are adequately equipped with facilities for hand washing;
  - e. Increase the frequency of cleaning of commonly used areas; and
  - f. Maintain a registration list of participants, if practical.
7. Employers should regularly check the MOM and MOH website for the latest information on the 2019-nCoV situation and review their BCP processes and measures to ensure that they remain relevant. MOM, <sup>MTI</sup> NTUC and SNEF had also issued **an advisory for employers on additional precautionary measures** for stepping up cleaning of work premises and on serving customers who are unwell.

#### **Taking Care of Employees**

8. In view of DORSCON orange, we urge employers to take the following measures to safeguard the well-being of their employees:
1. Personal health and hygiene – Employers are encouraged to remind their employees to take care of their own health. All employers should require their employees to take their temperature regularly (at least twice daily) and check for respiratory symptoms. Employees are also encouraged to observe good personal hygiene, e.g. wash their hands regularly and refrain from touching their face. Any employee who is unwell should leave the workplace immediately and consult a doctor.
  2. Vulnerable employees – Employers should pay special attention to older employees, pregnant employees and employees who have underlying medical conditions in planning their operations or work schedules. Where operationally feasible, employers should reduce exposure of such employees to frontline work.
9. **Employees with caregiving needs** – Employers are urged to be supportive of their employees' needs during this period if an employee needs to stay at home for non-work related reasons relating to the 2019-nCoV situation, e.g. caregiving needs for family members or for children should schools or childcare facilities close. In such situations, employers are encouraged to adopt flexible work arrangements to allow the employee to work from home. If working from home is not possible, employers can consider the following options, or a combination of the options, for the employees:
1. Allow employees to use their leave entitlements such as hospitalisation leave, outpatient sick leave, annual leave, childcare / family care leave;
  2. For employees who have used up their leave entitlements, be flexible in granting paid time-off or allow them to use advanced paid leave or no-pay leave; or
  3. Other mutually agreed arrangements between the employers and employees / unions.
10. **Leave of Absence (LOA)** – For employees who are required to be under LOA, employers must ensure that employees stay away from the workplace, but employers may allow employees to work from home. If working from home is not possible, employers should provide additional paid leave<sup>2</sup> for the LOA period. If this is not feasible, employers can consider the options in paragraph 9 above.
11. **Quarantined employees** – Employees who are served a Home Quarantine Order will be deemed to be on paid hospitalisation leave for the duration of the Order.
12. Employers and employees may wish to refer to MOH and MOM websites for more information on how employees could manage their essential needs (e.g. food and other personal matters) during quarantine or LOA, as well as the Quarantine Order Allowance Scheme and other business support schemes.

#### **Conclusion – Staying United in Tackling the 2019-nCoV situation**

13. Overall, MOM urges employers to be flexible and supportive of their employees' needs during this period. Employees are urged to cooperate with their employers in executing the BCPs. Both employers and employees are strongly

encouraged to take precautionary steps according to advisories issued by MOM and MOH.

14. For further queries, please contact:

Ministry of Manpower

MOM Contact Centre ☎ **(65) 6438 5122**

[Online enquiry](#)

[www.mom.gov.sg](http://www.mom.gov.sg)

Ministry of Health

MOH General Hotline ☎ **(65) 6325 9220**

[Online enquiry](#) ↗

[www.moh.gov.sg](http://www.moh.gov.sg) ↗

#### FOOTNOTE

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1. The guide also provides employers with useful resources such as examples of workflows to carry out visitor or temperature screening or contact tracing, as well as templates of the related forms.
  2. Additional paid leave should be paid at gross rate of pay which includes allowances that an employee is entitled to under a contract of service but excludes: additional payments (overtime, bonus, annual wage supplements etc), reimbursement of special expenses incurred during the course of employment, productivity incentive payments, travel, food and housing allowances.
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[Home](#) > [News and Publications](#) > [Public Education](#) > [Updates on Border Control Measures in Response to the 2019 Novel Coronavirus](#)

## Updates on Border Control Measures in Response to the 2019 Novel Coronavirus

From 1 February 2020, 2359 hrs, all new visitors with recent travel history to mainland China within the last 14 days will not be allowed entry into or transit through Singapore.

The issuance of all forms of new visas and visa-free transit facility to those with People's Republic of China (PRC) passports will be suspended with immediate effect. Previously issued visas for those with PRC passports will also be suspended with immediate effect.

Visitors affected by the above policy and need to visit Singapore due to extenuating reasons may submit the completed [Form 14](#) (Part V is optional) to [ICA\\_nCoV\\_request@ica.gov.sg](mailto:ICA_nCoV_request@ica.gov.sg), together with the following documents:

- A copy of the passport bio data page
- Any other supporting documents.

Chinese nationals who are already in Singapore will not be affected by the recent policy and may apply [online](#) if there is a need to extend your stay in Singapore.

For other details, go to [MOH's website](#) or view the press releases below.

从2020年2月1日晚上11时59分起，过去14天曾到访中国大陆的旅客将禁止入境新加坡或在新加坡过境。

新加坡移民与关卡局从即日起，暂停签发新签证和免签证过境设施给中华人民共和国护照持有者，之前签发的签证也会暂时失效。

受以上政策影响但有特殊原因必须到访新加坡的旅客，可将填好的[Form 14](#)并连同以下的证件电邮至 [ICA\\_nCoV\\_request@ica.gov.sg](mailto:ICA_nCoV_request@ica.gov.sg)。

- 护照副本（个人资料页）
- 其他您认为所需的相关文件

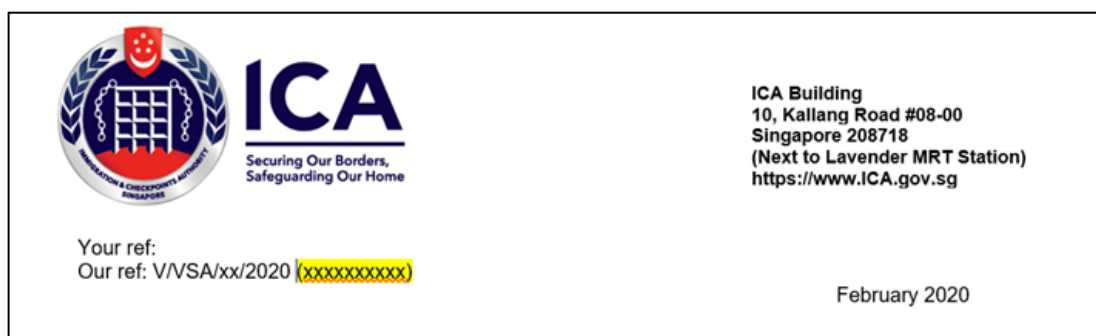
已经入境新加坡的中国旅客则不受这项防疫政策影响。若要申请延长签证，可[上网](#)提交申请。

欲知更多详情，可浏览[新加坡卫生部网站](#)或以下的新闻稿。

**Latest Updates** (as of 7 Feb 2020)

1 ICA's novel coronavirus (nCoV) webpage (<https://www.ica.gov.sg/news-and-publications/public-education/updates-on-border-control-measures>) has been updated to inform MoPs how to appeal for entry into Singapore. ICA Visitor Services Centre (VSC) will issue an Approval Letter for Entry (ALE) to all successful appellants. Samples of the ALE are appended below.

2 VSC will issue a 3-week single-journey visa (SJV) to all successful appellants who are visa-required; this will also be done for PRC appellants who were issued with a visa prior to the 1 Feb suspension. The visa number on the ALE is highlighted in yellow below.



3 Travelers presented with the letter of approval from ICA (see examples below) could be allowed to board their vessel into Singapore. Visitors in possession of a valid letter of approval does not confer automatic entry into Singapore as the issuance of a Visit Pass is still subjected to assessment by the Duty Officer.



# ICA

Securing Our Borders,  
Safeguarding Our Home

ICA Building  
10, Kallang Road #08-00  
Singapore 208718  
(Next to Lavender MRT Station)  
<https://www.ICA.gov.sg>

Your ref:  
Our ref: V/VSA/xx/2020 (xxxxxxxxxx)

February 2020

Mr XXX

Dear Sir,

## **APPEAL FOR ENTRY IN VIEW OF 2019 NOVEL CORONAVIRUS XXXX**

Please refer to your appeal regarding the above matter.

2 I am pleased to inform you that XXX may visit Singapore as a normal visitor. The Immigration Officer will assess the grant of a Visit Pass at the point of entry into Singapore, subject to XXX fulfilling the usual entry requirements.

3 If XXX has recent travel history to mainland China within the last 14 days at the time of seeking entry, XXX may be placed on a 14-day Leave of Absence/Quarantine Order, according to prevailing health measures of the Ministry of Health.

4 Please produce this letter to the immigration officer upon arrival in Singapore.

**Note:** This approval letter is valid for 3 weeks from the date of this letter and good for a single entry.

Yours faithfully

XXX  
SENIOR PROCESSING EXECUTIVE  
VISITOR SERVICES CENTRE  
for CONTROLLER OF IMMIGRATION



# ICA

Securing Our Borders,  
Safeguarding Our Home

ICA Building  
10, Kallang Road #08-00  
Singapore 208718  
(Next to Lavender MRT Station)  
<https://www.ICA.gov.sg>

Your ref:  
Our ref: V/VSA/xx/2020

February 2020

Mr XXX

Dear Sir,

## **APPEAL FOR ENTRY IN VIEW OF 2019 NOVEL CORONAVIRUS XXXX**

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Yours faithfully

XXX  
SENIOR PROCESSING EXECUTIVE  
VISITOR SERVICES CENTRE  
for CONTROLLER OF IMMIGRATION



## **HEALTH ADVISORY ON 2019 NOVEL CORONAVIRUS (2019-nCoV) FOR OPERATORS, OWNERS, MASTERS, PERSONS IN CHARGE AND CREW MEMBERS OF HARBOUR AND PLEASURE CRAFT**

### **Precautions to take to minimise the risk of novel coronavirus (nCoV) infection**

Operators, owners, masters and persons-in-charge and crew members of harbour craft and pleasure craft should take the following precautions:

- a. Avoid contact with live animals including poultry and birds;
- b. Avoid consumption of raw and undercooked meat;
- c. Avoid crowded places and close contact with people who are unwell or showing symptoms of illness;
- d. Observe good personal hygiene;
- e. Practice frequent hand washing with soap;
- f. Wear a mask if you have respiratory symptoms such as a cough or runny nose;
- g. Cover one's mouth with tissue paper when coughing or sneezing, and dispose the soiled tissue paper in the rubbish bin immediately;
- h. Seek medical attention promptly if you are feeling unwell
- i. Minimise unnecessary interactions with the ship's crew

### **Managing unwell passenger(s)**

2 The typical symptoms of the novel coronavirus (nCoV) are:

- a. Fever;
- b. Runny nose;
- c. Cough; and
- d. Shortness of breath

3 Masters/crew members who notice any passenger who is unwell and displaying the above symptoms should:

- a. Notify the operators, owners, or persons-in-charge who should then immediately report this to the Marine Safety Control Centre (Tel: +65 6325-2488/2489) and arrange for appropriate medical assistance.
- b. Provide a surgical mask to the passenger who is unwell.
- c. Wear a surgical mask when attending to the passenger who is unwell.

- d. Surgical masks should be changed regularly, and if they are soiled or wet.
- e. If a surgical mask is not available, the passenger should cover his/ her mouth and nose with tissues when coughing.
- f. All masks, napkins, tissues, utensils and trays used by the passenger who is unwell should be disposed in leak-resistant plastic bags.

### **Monitor your health**

4 Crew members should be aware of the symptoms of novel coronavirus (nCoV). Any crew member who develops such symptoms in Singapore within 14 days of coming into contact with a passenger who is unwell should seek medical attention immediately. The crew member should wear a mask and call the clinic ahead of his/her visit.

## **HEALTH ADVISORY ON 2019 NOVEL CORONAVIRUS (2019-nCoV) FOR SHORE PERSONNEL VISITING SHIPS ALONGSIDE THE WHARVES AND AT THE ANCHORAGES**

Managers/supervisors of terminal operators, agents, contractors and service providers are to take note of the following health advisory and bring it to the attention of shore personnel who are required to work on board ships.

### **Precautions to take to minimise the risk of infection**

2 Shore personnel refer to any persons, other than the ship's crew, who are required to board ships alongside wharves or at the anchorages to deliver services requested by ships. They include staff of terminal operators, agents, contractors and service providers.

3 To minimise the risk of novel coronavirus (nCoV) infection, all personnel should take the following precautions:

- a. Avoid contact with live animals including poultry and birds;
- b. Avoid consumption of raw and undercooked meat;
- c. Avoid crowded places and close contact with people who are unwell or showing symptoms of illness;
- d. Observe good personal hygiene;
- e. Practise frequent hand washing with soap;
- f. Wear a mask if you have respiratory symptoms such as a cough or runny nose;
- g. Cover one's mouth with tissue paper when coughing or sneezing, and dispose the soiled tissue paper in the rubbish bin immediately;
- h. Seek medical attention promptly if you are feeling unwell
- i. Minimise unnecessary interactions with the ship's crew

4 Managers/supervisors should closely monitor the health of shore personnel who are required to work on board ships. Shore personnel exhibiting symptoms of novel coronavirus (nCoV), which include fever, runny nose, sore throat, cough, and shortness of breath, should not be sent on board ships. Medical attention should be sought immediately.

5 Before boarding any ship, shore personnel should check with the ship master or duty officer if there are any procedures and/or guidelines to be observed, and adhere to them when on board the ship.

**HEALTH ADVISORY ON NOVEL CORONAVIRUS (2019-nCoV) FOR SHIPOWNERS, SHIP MANAGERS, AGENTS AND MASTERS OF SINGAPORE REGISTERED SHIPS**

The Maritime and Port Authority of Singapore (MPA) urges operators of Singapore Registered Ships (SRS) to take precautionary measures, as well as to remain vigilant and adopt good hygiene practices at all times.

2 Shipowners, ship managers, agents and masters of SRS are to closely monitor the health of their crew on board. If they develop any of the symptoms of the novel coronavirus (nCoV), they should be given immediate medical attention. The typical symptoms of the 2019 novel coronavirus (nCoV) are:

- a. Fever;
- b. Runny nose;
- c. Cough; and
- d. Shortness of breath

3 Ship crew who feel unwell, experience respiratory symptoms (e.g. cough, shortness of breath) or feel feverish, should inform the ship master immediately. The ship master should then inform the company, destination port authority and ship agent to make the necessary arrangements to seek medical attention. Shipowners and masters are to report all occurrences to MPA using the report form found in MPA Shipping Circular No. 4 of 2013.

4 For further information on the 2019-nCoV, please visit the Ministry of Health website at [www.moh.gov.sg](http://www.moh.gov.sg)

5 Any queries regarding this Annex should be directed to MPA Shipping (Email: [shipping@mpa.gov.sg](mailto:shipping@mpa.gov.sg); Tel: +65 6375 6251).