

SAMPLE DECONTAMINATION PROTOCOLS AND PROCEDURES

1. Introduction

- 1.1. To establish decontamination protocols and procedures when presumed COVID-19 infected crew are still berthed and post-disembarkation from the vessel. This guidance is to be used in conjunction with the disembarkation protocols and procedures.

2. Responsibility

- 2.1. HSSE management is responsible for providing information and support to ensure implementation and compliance with this guidance.
- 2.2. Port Captains or their designee are responsible for implementing and ensuring compliance with these procedures at shoreside facilities.
- 2.3. The Master is responsible for implementing and ensuring compliance with these procedures on assigned vessel.
- 2.4. All employees are responsible for following the procedures set forth in this guidance.

3. Initial Onboard Response to a Symptomatic Employee

- 3.1. When an employee develops and displays symptoms consistent with COVID-19, the Master shall:
 - 3.1.1. Isolate the symptomatic employee in single-occupancy sleeping quarters;
 - 3.1.2. Instruct the symptomatic employee to avoid contact with fellow employees (to the extent possible) and to wear a facemask;
 - 3.1.3. Contact the vessel's managing office alerting them of the situation;
 - 3.1.4. Contact the company's medical service provider; and,
 - 3.1.5. Designate one member of the crew to take provisions such as food and drink to and from the symptomatic employee until such time as extraction from the vessel is possible.
- 3.2. If experiencing COVID-19-related symptoms, the crewmember shall:
 - 3.2.1. Remain in their sleeping quarters, in isolation, to the maximum extent possible; and,
 - 3.2.2. Follow all instructions provided by the Master.
- 3.3. When in contact with the symptomatic employee while in isolation, the designated employee shall:
 - 3.3.1. Wear appropriate personal protective equipment (PPE), including disposable facemask, eyewear, and gloves, and,
 - 3.3.2. Dispose of the disposable facemasks and gloves after using them in a single use garbage bag, ensure the bag is closed after disposal. These items must not be reused.
 - 3.3.3. Consult the manufacturer's instructions for cleaning and disinfection products used for reusable protective eyewear;
 - 3.3.3.1. When removing PPE, first remove and dispose of gloves. Then, immediately clean hands by washing with antibacterial soap and water or alcohol-based hand sanitizer. Next, remove and dispose of facemask and eyewear, and immediately clean hands again.
 - 3.3.4. Avoid touching your eyes, nose, and mouth with hands;
 - 3.3.5. Avoid sharing household items found in places such as the galley, restrooms, and sleeping quarters (e.g., dishes, drinking glasses, utensils, towels, bedding, etc.). After an isolated employee uses

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these items, they should be properly washed, disinfected (if possible) or disposed of.

- 3.4. If any fellow crewmembers must be in close proximity to the symptomatic crewmember, they shall follow protocols enumerated in 3.3.

4. Vessel Decontamination Post-Disembarkation

- 4.1. If weather and operating conditions permit, all vessels shall:
- 4.1.1. Open nearby windows and doors to increase air circulation in the area. In doing so, do not violate any policy regarding operation of vessel with watertight windows, doors, or hatches open.
- 4.2. Continuous occupancy vessels shall:
- 4.2.1. Keep the single-occupancy sleeping quarters where the symptomatic crewmember was isolated off-limits to all personnel for 24-hours after disembarkation, then implement the cleaning and disinfection procedure on the room; and,
- 4.2.2. Implement the cleaning procedure on the rest of the vessel immediately.
- 4.3. Fleet boats, and other smaller vessels, shall:
- 4.3.1. Implement the cleaning and disinfection procedure on all areas of the vessel immediately because it may not be possible or practicable to stay out of the area where the symptomatic crewmember was located.
- 4.4. After 24-hours have elapsed from the symptomatic crewmember's disembarkation, the remaining crew shall:
- 4.4.1. Don appropriate PPE protective equipment (3.3.1.) when cleaning and disinfecting of any type and follow disposal instructions (3.3.2.);
- 4.4.2. Clean and disinfect high-touch surfaces in household common areas (e.g., tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks, etc.); and,
- 4.4.3. Clean all surfaces using a detergent or soap and water prior to disinfection.
- 4.5. Disinfection Procedures
- 4.5.1. Solutions
- 4.5.1.1. Products with EPA-approved emerging viral pathogens are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- 4.5.1.2. Diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- 4.5.1.3. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

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- 4.5.1.4. Diluted bleach solutions may be prepared by mixing five (5) tablespoons (1/3 cup) bleach per gallon of water or four (4) teaspoons bleach per quart of water.
- 4.5.1.5. For porous (soft) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these materials. Do not shake as contaminants may be dispersed.
- 4.5.1.6. For soft materials (e.g., bedding, carpeting, drapery, clothing, towels, etc.), crewmembers shall:
 - 4.5.1.6.1. Check with Port Engineer if bleach can be used. Use of bleach may impact equipment/machine. Use appropriate detergent for vessel's machine;
 - 4.5.1.6.2. Launder items as appropriate in accordance with the manufacturer's instructions using the warmest appropriate water temperature setting for the items, if possible, and dry items completely;
 - 4.5.1.6.3. Not shake dirty laundry, if possible. This will minimize the possibility of dispersing any potential remnants of the virus through the air; and,
 - 4.5.1.6.4. Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a washable bag liner or a disposable hamper liner (e.g., a trash bag) in hampers.