



COVID - 19

Personal Protection & Best Practices

Fighting the Virus Starts With You



- It starts at home – complete the screening questionnaire via Fleet Personnel contact
 - Not showing any symptoms (cough, fever, difficult breathing)
 - Maintaining good clean hygiene practices and social distancing
- Time to head to the airport or other means of travel to the vessel
 - Time to use all your risk assessment tools especially Hazard ID
 - On – route you must maintain social distancing
 - Maintain clean surroundings, wipe down if required
 - At every opportunity wash hands with soap and water or hand sanitizer



Non Medical Masks or Face Coverings



- Transport Canada recommends the use of these types of face coverings in situations when social distancing cannot be maintained
- Surgical masks are also acceptable in this application
 - It should be noted that neither protect the wearer from the virus
 - They may however provide some protection to others if you have the virus and expel it through droplets when coughing or during conversation
- Access to the related TC issued Safety Bulletin follows
<https://www.tc.gc.ca/media/documents/marinesafety/SSB-15-2020E.pdf>





Travel to the Vessel

- Arriving at airport, train station or getting into taxi
 - Again look for hazards, check-in line (maintain social distancing)
 - Self check-in, give the screen a wipe if not done by staff
 - Handle your own bags as much as possible
 - Security area should be cleaned area but once through wash your hands and try not to touch your face
 - Only take out food is available as restaurants are closed
 - Planes and trains are cleaned more frequent with travelers in mind
 - Coventry taxi company as well as other taxi companies have increased cleaning in their vehicles
- You still need to be cautious and protect yourself





On Your Way

- Getting on the plane, train or automobile (1987 movie)
 - Carriers are cleaning more often and providing COVID – 19 awareness
 - However, best practice is to give touch areas a wipe with soap & water or disposable wipe
 - If possible maintain social distancing if seat availability exists (ask to move if open seats)
 - Make every attempt not to touch your face
 - If you need to sneeze or cough use a tissue or elbow



From Travel Terminal to the Ship



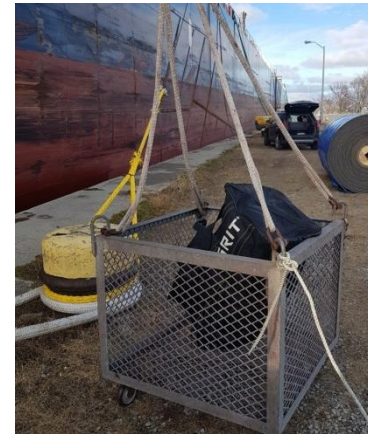
- Once arriving in the travel terminal
 - Avoid common touch points if possible
 - Maintain social distancing where possible
 - Wash hand frequently
- Picking up sea bag or luggage
 - Maintain social distancing
 - Handle own bags as much as possible to ground transportation
 - Avoid common touch points if possible



Arriving at the Vessel



- Baggage handling from automobile to vessel
 - Stores basket to be used with tether attached to control the load
 - Handle your own bag to prevent cross contamination
- Once on the vessel
 - When on the vessel maintain social distancing
 - Handle your own baggage
 - Go straight to your cabin via outside stairs of the accommodation if possible - don't be a social butterfly
 - Wash hands thoroughly (possible shower) prior to going to common areas
 - Handover to be done with social distancing in mind



Some Common Areas





Common Areas - General

- Common areas include but are not limited to: galleys, mess rooms, offices, recreation rooms, gyms, alleyways, control rooms, bridges, and other non private living areas
 - Scientists have determined that the COVID-19 virus is not particularly resilient outside of the human body
 - Basic household disinfectant cleaners are sufficient to eradicate the virus
 - The COVID-19 virus does have the ability to live on certain surfaces (stainless steel, plastic, cardboard) for an extended period of time
 - **Frequent cleaning of any commonly touched surfaces is key to limiting the spread of the virus**





Food Management

- When accessing food in the galley or mess room
 - Before entering food prep / use areas wash hands for 20 seconds minimum
 - Only working crew members and any crew working overtime are to have plates left out so they can get their rest – plates should be left in the refrigerator or chiller with names on them
 - Crew that are doing regular watches will not be permitted to have meals left out in the galley
 - Cleanup after yourself - wipe area with soap & water
 - Assist galley staff as much as possible
 - Good hygiene is critical in these food prep / use areas
 - **Don't rely on someone else to cleanup after you**





Meal and Break Times

- Meal and break times are perhaps the most difficult periods to maintain social distancing due to the volume of persons in a smaller area
- Follow guidance provided in the Food Management Slide
 - Meal times should be lengthened or divided to prevent the congregation of people
 - When ordering and picking up food – keep your distance
 - Clean utensil storage bins regularly – disposable cutlery and plates can be used where available
 - Food may be taken to other locations for eating such as cabins, Rec Rooms, offices, etc. to ensure social distancing
 - Confirm that dishwashers are in good condition to ensure cutlery and dishes are thoroughly washed and sanitized after use





Recreation Rooms and Gyms

- Recreation rooms and gyms are shared by all
 - Before entering these common areas wash hands for 20 seconds minimum
 - Maintain social distancing
 - Wipe gym equipment before and after each use
 - Clean remote controls before and after use
 - Any touch zone such as arms of chairs, table tops, door knobs, phones, video games, etc. to be cleaned after use



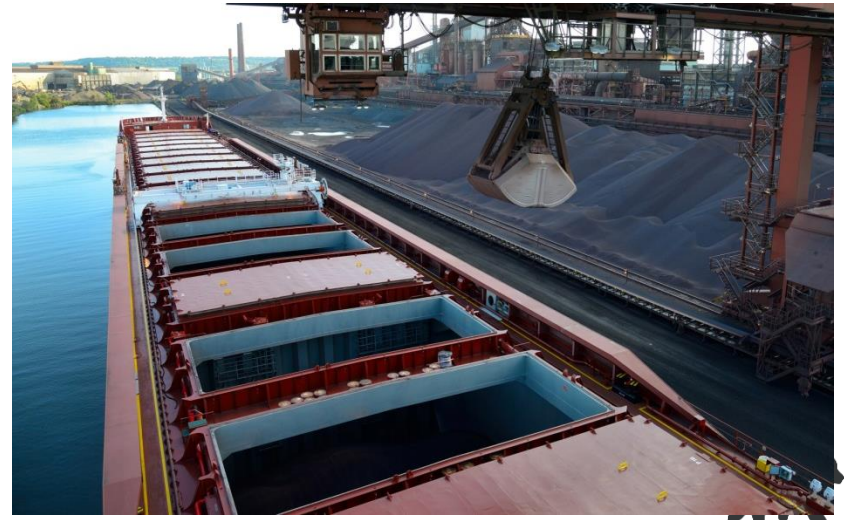


Keeping Your Cabin Clean

- Each cabin is to be kept clean and maintained during your time onboard, this includes:
 - Walls
 - Dressers
 - Beds
 - TV and Remote
 - Sink, Shower, and Toilet
 - Door handles
 - Floors



The Work Space



Going to Work



- Relieving the previous watch of their duties
 - Before entering the work space wash hands for 20 seconds minimum
 - Maintain social distance from other crew members
 - Determine if work area had been cleaned prior to handover if not clean before starting work routine
 - Review daily work assignment form for tasks and hazards
 - If possible don't share work tools without wiping them down (computers, manuals, calculators, wrenches, power tools and even pens)
 - During work period frequent hand washing and good personal hygiene to be maintained



Sharing Tools & Equipment



- Safety concerns when sharing tools and equipment with others
 - Hand tools and equipment (vhf radios) must be wiped with soap & water or disinfecting solution
 - Computer keyboards and mouse must be wiped after each user
 - Breathing apparatus and shared air helmets must be thoroughly cleaned after use
 - Fall arrest systems sharing with shore workers must be controlled
 - Fall arresters and fall arrest harness will not be shared with shore workers only the fall arrest davit is to be shared
 - Each time the davit is used it must be wiped clean before next use between ship crew and shore worker
 - Limit exposure to shore workers and maintain social distancing



Cleaning Procedures for Taking Stores



- The coronavirus is one of the easiest types of viruses to kill with appropriate disinfecting products
- It is not yet known how long the virus lives on surfaces, however early evidence suggests it can live on objects and surfaces for a few hours to days
- When taking on stores you must ensure:
 - Disposable gloves are worn to move stores from the deck area to the galley and storage areas - gloves must then be disposed of
 - Fresh produce must always be washed before use
 - Once packaging has been removed to garbage areas, all surfaces that packaging has touched, such as tables and floors must be sanitized - cleaning product mixing directions must be followed



Gangway Monitoring



- Procedures for gangway security watch and interface with shore personnel
 - Gangway watch maintained as usual
 - Social distancing maintained
 - ID monitoring required, however no close contact
 - Access on board is to be restricted to the main deck and cargo holds only
 - Shore workers will not be permitted access to the ship's accommodation



Before Leaving the Vessel for Home



- Each cabin is to be thoroughly cleaned from top to bottom when a crew member departs, this includes:
 - Walls
 - Dressers
 - Beds
 - TV and remote
 - Sink, shower, and toilet
 - Door handles
 - Floors



Use of Shipboard Thermometers



- One of the indicators of possible COVID-19 infection is fever
- COVID related fever is defined as fever $> 100.4^{\circ}\text{F}$ (38°C)
- Shipboard equipment capable of measuring temperature include medical (ear) thermometers and infrared thermometers
- Infrared thermometers can be used for primary screening – at the gangway for crew members joining the vessel from leave
- Medical thermometers can be used where a more accurate assessment is required – i.e. if a crewmember believes they have a fever once onboard
- Caution should be used if temperature $> 100.4^{\circ}\text{F}$ is observed, as fever is not the only indicator of COVID-19 infection





Use of Shipboard Thermometers

Medical thermometers have an accuracy of + or - 0.1⁰C



If a medical thermometer is used – clean the probe and probe lens with a cotton swab or soft cloth moistened with 70% alcohol – let the lens fully dry for 30 minutes

Infrared thermometers have an accuracy of + or – 1.0⁰C



If an infrared thermometer is used – direct the indicator beam at the forehead and trigger the unit on





Respiratory Protection

- Algoma supplied respiratory protection



PAPR powered air purifying respirator, used for working in unloading tunnel and loop belt casing when discharging grain as well as some cement carrier activities SMM 05.15.03.01 & 05.16.01.03



Half mask with P100 filters used in heavy dust areas as well as tasks described in SMM 06.13.12.04





Respiratory Protection



N95 Respirator used for general use through out the vessel to protect against dust, fumes etc. described in SMM 06.13.12.04



KN95 new produced supplied due to shortage of N95 in Canada. Similar protective qualities as N95 not made in USA . Used for general use through out the vessel to protect against dust, fumes etc. described in SMM 06.13.12.04





Face Coverings



Transport Canada recommends the use of these types of face coverings in situations when social distancing cannot be maintained. Surgical masks are also acceptable in this application.



Non Medical Masks or Face Coverings can be washed after use with soap and warm water. Surgical masks are typically single use and do not stand up to repeated washing.



Shore Leave



- Individual crew member shall be required to wear a non medical face mask when ashore and in addition to minimizing their direct contact with the general public through social distancing.
- Maintaining social distancing even applies if meeting family or friends ashore. Further measures are to avoid crowds or public gatherings, regular hand washing or the use of hand sanitizers, wear gloves if available when in transit, and to avoid visiting stores or other retail establishments.
- Upon returning to the vessel, the crew member is to:
 - Wash or sanitize their hands prior to entering the accommodation.
 - Then immediately return to their cabin, taking a shower and changing their clothes. Clothes worn ashore to be washed.
 - Disinfect any items taken ashore including phone, wallet and any bags.
 - Advise the Captain that if during the course of the shore leave, there is reason to believe that exposure to COVID-19 virus may have happened.

