




قطر للبترول
Qatar Petroleum

COVID-19 PROTOCOLS FOR OFFSHORE SUPPLY VESSELS OPERATIONS IN RLC PORT

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RAS LAFFAN PORT REGULATIONS		
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COVID-19 PROTOCOLS FOR OFFSHORE SUPPLY VESSELS OPERATIONS IN RLC PORT

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1.0 PURPOSE

The purpose of this document is to provide requirements for Port Users, Vessels' Agents and Offshore Support Vessel (OSV) Masters regarding Coronavirus (COVID-19) health screening formalities and the consistent practice to be adopted for all incoming vessels on international voyage including Offshore Supply Vessels (OSVs), Jack up barges, Installation barges and work boats arriving from the regional ports for crew changes. In addition, it shall apply for the transfer of personnel to/from offshore work places through Ras Laffan Port and complements individual Agents, Operators and Employers COVID-19 preventative measures and procedures, as well as legislative and regulatory requirements needing mandatory compliance.

2.0 SCOPE AND APPLICABILITY

This protocol shall be applicable to all incoming international vessels including project vessels, OSVs (arriving purely for the crew changes) and Personnel transferring to/from offshore work places through Ras Laffan Port. It includes obligatory practices, documentary requirements and procedures to be applied in this regard. It also establishes clear rules for COVID-19 PCR Swab Test, hotel-self isolation and home-self isolation.

No statement in this protocol shall interfere with the requirements of any special or additional rules or regulations that may be introduced by IMO, the State of Qatar, General Directorate of Industrial Security (GDIS), Qatar Petroleum (QP), Ras Laffan Port Authority or Terminal Operator, nor shall it relieve the Vessel Masters of their respective responsibilities for the safety of operation on the vessel.

3.0 Symptoms & Transmission

COVID-19 is a respiratory illness effecting people globally. It is important that all QP Employees, Contractors, Vessel crew and Business Partners be fully aware of the virus signs and symptoms as well as actions to take if they suspect that they may be at risk.

Most infected people have initially shown clinical symptoms Included but not limited to, often described as:

- Fever
- Coughing
- Breathing difficulties (shortness of breath)
- Fatigue, and
- Myalgia (muscle pain).

The incubation period (the time between infection and symptom onset) ranges from one to 14 days, though is most commonly 5 days.

The primary method of transmission of the virus is from person-to-person.



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4.0 COVID-19 SCREENING REQUIREMENTS

All personnel intending to board offshore support vessels (OSVs) in Ras Laffan Port and/or those personnel working in the port needing to interact with them shall be required to undergo Covid-19 screening in accordance with this protocol.

This screening shall be in addition to existing procedures including but not limited to; Guidelines for personnel transfer by vessels in RLC to and from offshore workplaces DOC NO: IML-PTR-GDL-015.

4.1 COMMON REQUIREMENTS

All personnel entering Ras Laffan Port shall comply with the following common requirements:

- Have a valid work reason to enter the port that necessitates their presence
- Ehteraz Application installed on Smartphone with GREEN status
- Body temperature less than or equal to 37°C +, not exhibiting symptoms
- Be wearing a facemask

Note: Temporary exemption from EHTERAZ Application is granted for Seaman Visa holders transiting through the port and not holding a local telephone connection.

4.2 Job Specific Requirements

In addition to the applicable common requirements specified in section 4.1, the following job-specific requirements shall apply in 3 general categories as follows:

- **Category (A)** : Those personnel working in the Port but not in contact with crew or passengers of vessels, as follows:
 - QP Staff
 - Industrial Security
 - Truck drivers

Category A personnel shall be required to complete the common requirements only. However, if such personnel are required to board a vessel, then the requirements of Category C shall apply.

- **Category (B)** : Those personnel boarding vessels to work onboard or offshore, as follows:
 - Passengers
 - Crew members
 - Service Providers
 - Technicians/ Surveyors
 - Project construction and commissioning contractor staff

In addition to the common requirements, **Category B** personnel shall be required to undergo a swab test and achieve a negative result within 72 hours of boarding the vessel.



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- **Category (C)** : Those personnel working inside the port who have potential to board the vessels and/or have contact with the crew/passengers, as follows:-
 - Port Contractors (Stevedoring, Equipment & Woqod employees)
 - Shipping Agents

In addition to the common requirements, **Category C** personnel shall be required to undergo a swab test and achieve a negative result which shall be valid for access for 14 days.

4.3 CORONAVIRUS (COVID-19) WORK-RELATED MEASURES

As per Ministry of Public Health (MoPH) guidance, those personnel tested by QP testing Programme, have received POSITIVE or REACTIVE results and completed the required quarantine period are temporarily protected from re-infection. The period of protection is currently recognised by QP as 3 months, subject to future amendments. Accordingly, further testing during this period is not required. Those personnel should have Covid-19 Negative test result Certificate issued by QP Medical Department. An exemption from job-specific requirements is granted subject to the following criteria:

- a) 21 days after positive result or 14 days after reactive result, and:
- b) Asymptomatic status.

Any other personnel meeting the above who have been tested outside of QP by MoPH may apply for such exemption by sending evidence of completed quarantine to the email address specified in Section 6.2.

5.0 COMPLIANCE, VERIFICATION AND ACCESS CONTROL

Masters of the individual vessels along with Ras Laffan Port Authority in cooperation with GDIS shall conduct checks to verify compliance to this protocol. Such checks may include establishment of security check points at the offshore berths (New Service Berths) and other locations, in addition to random spot checks throughout the port, and requiring port users to demonstrate compliance. Masters as part of the access control to their respective vessels shall ensure that personnel boarding demonstrate the requirements of this protocol.

The master of the vessel shall submit COVID-19 test results conducted before departing the last point of sail including the temperature log that shall be recorded on daily basis. Any person not in compliance to the requirements of the protocol shall be denied entry to the Port.

OSVs berth at Service Berths as well as Cargo Berths for completing their designated tasks. As far as practical, only cargo operation activities are permitted at the Cargo Berths. In case the vessel requests any other activities, the vessel subject to availability of berth, shall be move to the New Service Berths to carry out such activities.



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6.0 COVID-19 SWAB TESTING

A negative test result is a mandatory requirement for all personnel to be mobilized to offshore. The test will be scheduled 48 hours before planned departure to offshore worksite. The negative test result is valid for 72 hours in case of any delays (the validity 72 hours is from the test result came).

It is the responsibility of the company's key focal point to ensure that swab tests are scheduled prior to departure for offshore worksite.

7.0 QUARANTINE AND SELF-ISOLATION

7.1 HOTEL QUARANTINE

The company should make use of a single dedicated hotel- that is in partnership with the MoPH- for the self-isolation period. The use of a single hotel will allow for better controls ease of assurance checks. In case of paucity of space and multiple hotels are used, company shall use MoPH approved / monitored hotels and nominate focal points for each of the additional hotels.

The company should nominate an individual who will be responsible for the following:

- Selection of a dedicated hotel for self-isolation
- Ensuring hotel meets minimum standards of infection prevention and controls
- Conducting assurance and random checks on the hotels including:
 1. Staff should be interviewed on regular basis to assess compliance of infection prevention controls and measures at hotels
 2. Audit reports and findings from assurance checks should be maintained for reference
 3. Where reasonably possible, the company focal point should request reports, from the hotel manager, that are submitted to MoPH under the Qatar Clean Program.

7.2 PRIVATE RESIDENCE / HOME QUARANTINE

The key rules of the follow during self- isolation are as follow:

- Stay at home in a separate room (isolating with other family members), preferably one with an independent bathroom, and ensure proper and regular ventilation
- Avoid any contact with other family members
- Visitors to house to be restricted
- Use phone if needed to contact anyone else in the house
- Ask others - a family members or friend - to run errands like buying food or medicines
- Strictly refrain from leaving the house. In the event of a medical emergency, call 999.



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7.3 QUARANTINE ONBOARD VESSELS

In case of a crew member presents COVID-19 symptoms during the voyage, the following steps should be taken:

- Isolate the infected person in a cabin with a separate toilet and bathing facilities. WHO advises that the door should be kept closed all the time.
- Limit the number of care givers to the patient, ideally assign one person who is in good health and do not allow visitors.
- The shipping company should inform about the on-board situation to the Flag State of the ship, the nation state of the seafarer and the ship's P&I Club.
- Once the isolation is completed, the vessel shall be sanitized.
- Transportation arrangements shall be made to transfer the effected crew members to the designated quarantine center.

8.1 TRANSPORTATION

- In the case of hotel self-isolation, staff should use pre-arranged dedicated hotel vehicles to travel from hotel to swab test clinic and to travel from hotel to heliport
- In the case of home / private residence self-isolation, staff should use dedicated company transport to travel from home/ privet residence to swab test clinic and to travel from home/ privet residence to heliport.
- The company is responsible for arranging transportation for all staff
- Public transportation should be avoided at all costs
- While using private transport, staff should minimize sharing and in no case shall not share the same vehicle with more than one other person. In the case that a bus or a shuttle is used, staff should ensure that the QP Transportation Protocols are applied.
- All crew members must continue wearing a face covering mask at all times. The mask can help slow or to curb the spread the spread of COVID-19.

9.0 INCOMING INTERNATIONAL VESSELS

For all crew / personnel interacting with other offshore oil and gas installations / personnel working in the port (including those at the port).

9.1 ARRIVING FROM HIGH RISK COUNTRY

Personnel travelling from High Risk Countries shall comply with the following:

- Test all personnel at least 72 to 48 prior to departure home port with Negative Result
- A medical fitness test certificate issued at least 24 hrs prior departure from home port.
- Crew Members / passengers complying with above two requisites shall be permitted on a vessel arriving in Qatar.



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- Prior arrival, Ship Master shall submit the ships Maritime Declaration on health and COVID-19 Declaration, together with temperature checks recorded since the last port of departure.
- Upon arrival to Qatar port, NO DISEMBARKATION of crew shall be permitted unless for emergency health reasons and or permitted repatriation of crew.
- The Ship Master shall provide statement of any symptoms related to COVID-19 of persons on board for the last 7 days and should monitor same during vessels stay in Port until departure.
- PCR Tests on the 6th day in Ras Laffan Port (measured from the time the vessel departed its originating port).
- 7 days Quarantine (measured from the time the vessel departed its originating port) provided all the crew and passengers on board are tested negative.

9.2 ARRIVING FROM LOW RISK COUNTRY

- Test all personnel prior to departure home port with Negative Result
- 7 days Quarantine (measured from the time the vessel departs its originating port).
- Crew Members / passengers complying with above two requisites shall be permitted on a vessel arriving in Qatar.
- Prior arrival, Ship Master shall submit the ships Maritime Declaration on health and COVID-19 Declaration, together with temperature checks recorded since the last port of departure.
- Upon arrival to Qatar port, NO DISEMBARKATION of crew shall be permitted unless for emergency health reasons and or permitted repatriation of crew.
- The Ship Master shall provide statement of the temperature and symptoms related to COVID-19 of persons on board for the last 7 days and should monitor same during vessels stay in Port until departure
- Testing on the 6th day in RLP

Note: List of high and low-risk countries is constantly updated by MoPH and the end-user shall refer to it.

10.0 EXEMPTIONS FOR MARITIME QUARANTINE

The vessel operator may apply via the shipping agent for the COVID-19 quarantine waiver from QP Health department through the respective agents. QP Health authorities will outline the criteria for the waiver based on the circumstances of each case and will advise the concerned parties. All vessels (rigs, barges, special purpose vessels) falling within this category are eligible to apply for the COVID-19 quarantine waiver (Form-1: Exemptions for Maritime Quarantine).

11.0 FREE PRATIQUE TO COMMENCE OPERATIONS

Ras Laffan Port Authority may grant free pratique and allow unhindered operations to the vessels arriving from other countries subject to the following:



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- Vessels arriving from High Risk Countries – 14 days in case all crew members / passengers will receive –ve COVID 19 test results
- Vessels arriving from Low Risk Countries – 7 days in case all crew members / passengers will receive –ve COVID 19 test results

Vessels, when either the crew members or passengers onboard are tested either positive or reactive, the circumstances shall be referred to QP Health Authorities with the full history for further analysis and compliance by all concerned.

12.0 TESTING FOR OFF-SIGNERS CREW IN RAS LAFFAN PORT

Some countries require a COVID-19 negative test results certificate prior allowing passenger's departure from the home port. In circumstances where such certificate cannot be obtained, the COVID-19 test can be carried out in the port clinic and the relevant certificate will be issued for the off-signing seafarers.

13.0 REPORTING SUSPECTED CASES OF COVID-19 ONBOARD VESSELS

Any suspect cases identified in the port or on board any vessel must be reported immediately to the vessel's shipping agents or RLC Port Control.

The agents shall contact port authority who may instruct vessels to remain at anchor or to berth in a specific locations inside the terminal. RLC Port shall contact QP Medical authorities for further administration.

Medical advice can be sought from the QP Ras Laffan Standby Medical Officer on: **4014 7744**.

14.0 CORONAVIRUS (COVID-19) TESTING PROCEDURE

14.1 COVID-19 TESTING SITES

COVID-19 testing sites are located on the following locations:

- Ras Laffan Port Medical Centre (Sunday, Tuesday, Thursday)
- Al Madina Clinic, Ras Laffan City (Saturday, Monday, Wednesday)
- Doha Heliport Clinic (7 days per week)

14.2 APPLY FOR A CORONAVIRUS (COVID-19) TEST

Requesters for testing shall contact the Joint Operations Centre through the respective vessel's agents or project focal points on **4013 3737** or covidtesting@qp.com.qa. Full details of the individual are required to be provided including QID number. Only if no QID exists, passport copy may be provided. If a mobile phone number is provided, the individuals' results shall be sent by SMS. The booking deadline is 12:00 hrs for the appointments on the following day.

Note: Failure to provide an individual's QID number where one exists can result in no data being obtained from the test.



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14.3 COVID-19 TESTING & RESULTS

Requesters should be aware that immediately following the test, Ehteraz App could be turned Grey until results are posted, which normally shall be for a period of approximately 24 hours. Results shall be sent by SMS directly to the individual. Requesters (i.e. ships agents) may further contact the Joint Operations Centre to confirm results of their personnel. There are 4 types of swab result as follows: (i.e. the below will be subject to changes in Health protocol that will be updated accordingly By QP BH Healthcare Department)

- **POSITIVE** The test result is positive for Covid-19.

The Person considered infectious and is required to be quarantined for 14 days at government facility, Company representatives should contact CDC on **16000**. Ehteraz will turn RED status, she/he must get Clearance certificate before any attempt for duty resumption.

- **Reactive** The test result is Reactive for Covid-19

The person is considered to be recovered, as well as non-infectious. Person should self-isolate for 7 days and to arrange for PCR test on 6th or 7th day. Ehteraz will turn YELLOW.

- **INCONCLUSIVE** – The test result is not conclusive.

The Person should conduct re-test after 4 days for COVID-19 if required to work at Port or travel offshore. Inconclusive result is not valid for offshore travel and Ehteraz will remain GREEN.

- **Negative** – The test result is negative for Covid-19.

The person is fit to resume his routine duties in Port & offshore (considering that his Result is provided)

15.0 Medical Advise

Any necessary medical consultation or advice can be sought from the QP Ras Laffan Standby Medical Officer 24-hours on: **4014 7744**.

Further, the port medical officer can assist in arrangements to transfer positive cases from vessels to onshore Quarantine.

16.0 RESPONSIBILITIES

16.1 Shipping Agent's Responsibility

Agent shall ensure that the above process is implemented. Agent has an obligation to immediately report any breach in the process to the Port Authority.

16.2 MASTER'S RESPONSIBILITY

Master shall ensure that new joiners of his vessel and all others persons boarding the vessel to/from Ras Laffan Port have passed the health screening and hold an appropriate certificate (Negative swab test results within the past 72 hours).



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Master has an obligation to report any breach in the process to the Port Authority immediately and shall prohibit any person to be transferred to an offshore workplace if not holding appropriate health screening certificate.

17.0 SHORE LEAVE RESTRICTIONS

No shore leave shall be granted to any of the vessel crew members upon arrival at Ras Laffan Port except for receiving medical services other than COVID-19 after approval from QP Medical. Crew needing to visit their embassies for renewing passports etc. are also considered for shore leave. In all such circumstances, it's mandatory for the agents to receive clearance from Immigration and General Directorate of Industrial Security (GDIS)

18.0 Guidance for PPE and For Interactions between Ship and Shore-Based Personnel

Any person, including but not limited to Port Authorities (Pilots, Regulators etc.) Shipping Agents, Contractors, Inspectors, and Government Authority representatives (e.g. Immigration, Customs) boarding a vessel for any purpose shall wear the minimum mandatory PPE of Surgical Mask and Surgical Gloves.

All personnel shall minimize close human interaction with ship's crew during the time on board. All shore side gangway entrances shall be posted with sign boards for (a) COVID-19 Boarding Rules (b) mandatory PPE requirements.



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19.0 Definitions

Term	Definition
Contractor	Organisation contracted to carry out services for QP.
Covid-19 (Novel Coronavirus)	Coronaviruses are a large family of viruses causing illnesses ranging from the common cold to pneumonia (a more severe lung infection). A new Novel Coronavirus strain has been identified in 2019 in China.
CDC	Centre for Disease Control
Shall	It is a mandatory requirement that must be done.
PPE	Personal Protective Equipment
RLC	Ras Laffan Industrial City
RLP	Ras Laffan Port
Suspected Case	Suspected Case is defined as an individual who has satisfied the case definition criteria of a suspect case, which includes having a positive travel/contact history AND suspicious symptom (i.e. Fever, cough, respiratory symptoms (running nose, sore throat), breathing difficulties or shortness of breath).
Quarantine/ Isolation	A restriction on the movement of persons who may have been exposed to a communicable disease to see if they become ill to prevent the spread of disease.
Vessel	A seagoing navigation boat / ship on an international voyage.
OSV	Offshore support vessel
Low Risk Country	Countries listed on the MoPH updates list of Covid-19 low risk countries
Free Pratique	The authorisation given by Port Authority to a ship to enter port on assurance from the captain to convince the authorities that she is free from contagious disease.
High Risk Country	Any other country not listed on the MoPH low risk countries <ul style="list-style-type: none"> • High Risk Country – A person originally originating from a high risk country and transiting to Qatar by a ship from a Low Risk Country still will be considered as coming from High Risk Country. • A vessel arriving in Qatar with crew and passengers originating from High Risk and Low Risk countries will be considered as originating from High Risk Country.



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OPERATIONS IN RLC PORT**

APPENDIX A - SAMPLE FORMATS

FORM 1: EXEMPTIONS FOR MARITIME QUARANTINE

COVID- 19 WAIVER REQUEST: EXEMPTIONS FOR MARITIME QUARANTINE

Vessel's Details (Name, IMO No., Owner)		Project Contractor:	Shipping Agent:
		Work Location:	
Last Port of Call:	Date of Departure:	Date of Arrival to QP Port:	No. of Crew Onboard:
Details of Project owner:			
Justification of a Maritime Quarantine Exemption:			

Declaration/Undertaking:

We confirm that in accordance with the provisions of Covid-19 entry requirements for the State of Qatar, we undertake to implement and assure that no personnel aboard the vessel shall come into contact with any other onshore or offshore persons at any time and for any reason from the moment of its arrival until such time it departs Qatari Waters. We further declare that, in the event of any unforeseen circumstances where contact does occur during the course of the vessels engagement in Qatari waters, we shall immediately notify the Port Authority.

SUBMITTED BY:

AUTHORIZED NAME	DEPARTMENT	SIGNATURE / DATE

FOR QP OFFICIAL USE:

JOINT SERVICES OPERATIONS	HEALTHCARE	RLC Port Authority



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APPENDIX A - SAMPLE FORMATS

FORM 2: REQUEST FOR SWAB TEST

COVID-19 SUSPECTED CASE INFORMATION FORM		
INDIVIDUAL CASE INFORMATION		
Date	:	
DaWinci ID (If known, otherwise leave it)	:	
Given (First) Name	:	
Family (Last) Name	:	
QID/Passport/Visa Number	:	
Nationality	:	
Mobile Phone Number	:	
Date of birth & Gender	:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Name of Camp or Residence	:	
Address of Camp or Residence	:	
If in a Camp, Room Number	:	
Present Work Site Location	:	
EMPLOYER INFORMATION		
Employer Company Name	:	
Name of Company Representative	:	
Representative Mobile Phone Number	:	
Representative Email Address	:	-
QP Subsidiary or QP JV Working for	:	
All fields in this form MUST be completely filled. To be completed and sent to: COVIDtesting@qp.com.qa		

Filename: 3e0b-1a2b-1edc-4543
Directory: C:\Users\28149\AppData\Local\Temp
Template: Normal.dotm
Title: rere
Subject:
Author: qaa602e
Keywords:
Comments:
Creation Date: 25/03/2021 1:53:00 PM
Change Number: 2
Last Saved On: 25/03/2021 1:53:00 PM
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