

PRECAUTIONARY MEASURES AGAINST AIRBORNE VIRUSES

This document sets out the recommended actions that Inchcape port offices and staff should take to reduce the risk of contracting and spreading airborne viruses. Each office/location should assess their risk status in line with local government advice and guidance.

Office Staff

1. All staff and visitors should follow the following basic hygiene precautions:
 - a. Ensure you wash hands regularly either with soap and running water or alcohol rub.
 - b. Avoid touching your face and nose with your hands.
 - c. Avoid shaking hands with others.
 - d. If you have a cough or cold, discuss working from home with your line manager. If not possible, consider wearing a suitable facemask.
 - e. If you develop a fever you should immediately notify your doctor and HR and remain at home.
2. All staff should complete the Staff Travel Declaration, where necessary.
3. Staff should ensure their visitors complete the Visitor Contact Log.

Operations Managers

1. Minimal Boarding should be observed unless there is an operational requirement to visit the vessel. Liaise with your VP Operations and relevant Commercial manager to ensure correct implementation.
2. Ascertain the previous port calls for all vessels for a minimum of 14 days, and details of any crew that have transferred to the vessel within that time.
3. Ensure staff boarding vessels and driving company vehicles are provided with the correct PPE equipment and follow the relevant precautionary measures.
4. Adhere to advice and instructions given by the relevant port authorities and ensure vessels are aware of and comply with all their requirements.

Staff Boarding Vessels

1. Follow the precautionary measures when onboard, regardless of ship voyage/crew travel history:
 - Use of face mask and surgical gloves
 - Carry hand sanitizer and use at regular intervals
 - Avoid working in enclosed areas (e.g. ship's accommodation), if possible
 - Request the ship's Master to assign a designated area where only persons concerning the purpose of our visit are allowed throughout our attendance
 - Do not board the vessel until cleared by the Port Health Authorities and do not stay on board longer than necessary.

Crew Transportation Drivers

1. Follow the precautionary measures when onboard, regardless of ship voyage/crew travel history:
 - Wear a face mask whenever a passenger is in the vehicle
 - Use surgical gloves when handling baggage/spare parts
 - Disinfect the vehicle interior at least twice per day
 - Ventilate the vehicle on a regular basis
 - Ensure all passenger names are logged

For further information, please contact your Regional QHSSE Manager.