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Subject: COVID-19 PRECAUTIONS DURING SHIP'S LOADING/UNLOADING at JG

SUMMIT TERMINAL

Purpose

This document contains the following precautions that are recommended in managing the threats related to COVID-19 during vessel call at RM Jetty 1, Jetty2 and BFO Jetty to conduct cargo loading/unloading operation. Vessel and JGSPG personnel should follow below precautions in addition to own procedure or in the absence of the same.

Pre- Arrival:

- **STPO to ensure that 14-day rule for quarantine shall apply to all vessels originating from China, HK and Macao (first memo). For all other vessels, it will be as per usual practice, i.e. the Medical Team of the Bureau of Quarantine will board the ship first and check, only if they find a problem, then they will quarantine.**
- **15 Days prior to arrival, Master to provide JG Summit (STPO/Terminal) a record of the health condition of vessel crew (which include flu like symptoms, cough and temperature) and the precautions being followed by the vessel against COVID-19.**
- **Upon receiving above notice from the vessel, JG Summit (STPO/Terminal) to provide the Master with a record of the health condition of boarding Terminal personnel (which include flu like symptoms, cough, and temperature) and the precautions being followed by the Terminal against COVID-19.**
- **Third Party Surveyors must assign personnel for Vessel and for Terminal. 24 hours prior arrival, personnel assigned must also provide JG Summit a record of their health condition (which include flu like symptoms, cough, and temperature) and the precautions being followed by their group.**

Prior Boarding the Vessel:

1. **Pre-Loading/Unloading instructions** must be written and sent to the vessel via email before boarding.
2. **Hygiene precautions** such as hand washing using soap and running water or alcohol-based (at least 70%) hand rub for 20 seconds prior to boarding the vessel.
3. **Complete standard PPE** including hand gloves, safety goggles, face mask, special suit should always be worn during the ship and shore interface.

Onboard the Vessel:

4. Upon boarding the vessel, “**social distancing**” must be maintained throughout the stay onboard. All should aim to keep at least one to two (1-2) meters distance from other people during ship/shore verification rounds, cargo ullaging/tank sounding and cargo sampling. Third Party Surveyor assigned to Terminal must remain onshore until loading/unloading operation is completed. (**Note: Embarking to vessel is highly discouraged for the Surveyor assigned to Terminal**)
5. **Pre-Loading/Unloading** discussion may be carried out on deck or over the radio to ensure both are clear with how the operation must be conducted. (**Note: Entering the accommodation of the vessel for this purpose is highly discouraged**)
6. On completion of pre-loading/unloading discussion as well as loading/unloading arm connection and cargo sampling, the Loading Master & other Shore personnel should disembark, and the **gangway physically barricaded** against access to/from the vessel until cargo operation is completed. All other communication should be via radio.
7. All personnel who disembarked from the vessel must do hygiene precautions on arrival at the Terminal/Jetty and prior entering the office. Assigned Jetty operator must stay in the Jetty area/shelter during loading/unloading operation and can only leave his/her post when reliever arrived and proper turnover of duty is completed. Third Party Surveyor must also do hygiene precautions prior entering UTF office.
8. **Documents** such as Ship/Shore checklist, cargo calculation and others should be completed and signed by the Loading Master upon arrival at his office. All documents should be sent in PDF form to vessel via email. (**Note: No hands-on passing of documents**)
9. Ship’s Cargo Officer to keep his own documents and to be transferred to the Terminal via email once Loading Master’s documents is received.
10. Third Party Surveyor assigned to Terminal to communicate with his team onboard via radio for the cargo calculations.
11. Ship/Shore **repeat checks** will be carried out at the same time both by the Vessel and Terminal personnel but need NOT be undertaken together. Result of the checks will be communicated via radio and records updated on the Ship/Shore Safety Checklist.

12. **On completion of cargo operations**, Loading Master & other Terminal Representatives must repeat hygiene precautions and wear complete standard PPE prior boarding the vessel.
13. Upon boarding the vessel, “**social distancing**” must be maintained throughout the stay onboard. All should aim to keep at least one to two (1-2) meters distance from other people during cargo ullaging and tank sounding.
14. **All documents** should be completed, **discussed and agreed by the Loading Master, Third Party Surveyor and Ship’s Cargo Officer**. Exchange of all documents including Surveyor’s documents will be done through email for proper signing. Then distribution of complete documents must be done afterwards. (**Note: No hands-on passing of documents**)
15. **All other documents** relevant to this specific operation, should be placed in a folder then enclosed inside a container that will be provided by the Terminal. This container will be carried by the Loading Master ashore, disinfected before opening.

**In the event that any vessel crew exhibits symptoms related to COVID-19, protocol is for Loading Master to advise their Area Manager immediately. Area Manager will connect with STPO and advise customer on the ways forward thereafter.*