



Public-health recommendations for sealift operations

1. Introduction

Sealift operations are critical to Nunavik; they are considered as essential services. In the context of the COVID outbreak, safety of the crew and the population and protection of the delivery missions are crucial. The following pages present the public-health recommendations for safe operations. We thank the shipping companies for their collaboration in the elaboration of these recommendations.

The plan is based on the most up-to-date information available on the date of revision. The plan is subject to change according to changes in the global and regional situations.

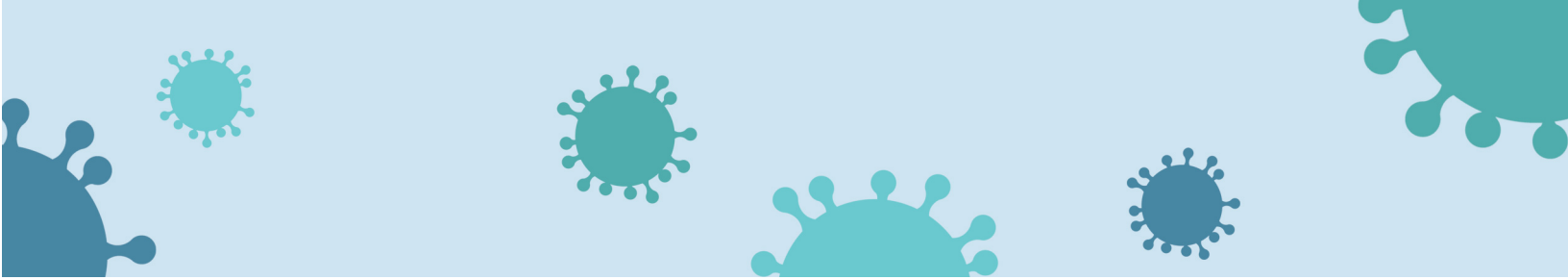
2. Precautions prior to travel

2.1 Quarantine: a 14-day quarantine is required for everyone travelling to Nunavik (traveling from the South to the North).

Pre-departure quarantine is an uninterrupted quarantine with the exception of the travel day, where, of course, passengers have to leave their home. When doing so, they must observe physical-distancing measures, avoid public transportation or wear a mask when such transportation is the only way to reach the departure site and wash hands regularly. The quarantine of 14 days is necessary, even if we perform COVID-19 tests prior to departure.

For crew members, a strict quarantine is the only way to make sure that you are safe to board the ship and that you will not infect your crewmates and compromise the delivery in Nunavik.

The crew members' quarantine must start 12-14 days before the ship leaves the loading port. Quarantine must start on the same day for the entire crew. A test will be performed before the departure of the boat (as late as possible, but early enough to receive results before the ship departs). Social-distancing measures must be maintained until the negative test results are received, when the captain is sure that pre-departure quarantines were respected. The ship's captain is responsible for deciding whether or not to lift the quarantine (see more details in the "test" section).



Key measures for social distancing include:

- Not shaking hands as greeting;
- Staying more than two metres away from people in general, and when practicable, on board;
- Holding meetings via videoconference or teleconference;
- Signing documents digitally when possible;
- Postponing large meetings;
- Holding essential meetings in open spaces, if possible;
- Considering open windows for increased ventilation.

3.3 Hygiene measures for ships

Ship crews typically maintain their vessels in a clean and orderly condition. During the global threat of COVID-19, attention must be paid to ensure that the ship, common areas specifically, is cleaned and disinfected appropriately.

3.3.1 General

The implementation of a more rigorous cleaning schedule in the common areas on board by the master is strongly recommended. These methods include:

- Wash rest areas and common areas regularly with a cleaning product (disinfectant, follow the manufacturer's instruction for contact time);
- Clean frequently touched surfaces, sanitary facilities, dining room and changing rooms (light switches, doors knobs, elevator buttons, bathrooms, handrails, counters, taps, boxes) and disinfect at least every shift or after each meal;
- Remove objects that cannot be easily cleaned (newspapers, magazines, etc.);
- Provide good ventilation; transmission of COVID can increase in rooms where ventilation is insufficient or air is recycled. If ventilation on board is not optimal, encourage outdoors activities and gatherings. Opening windows should be encouraged if possible.
- Increase frequency of cleaning in common washrooms:
 - Make sure to maintain the toilets twice during the day and twice during the evening, either in the middle of the shift (before lunch / dinner) and at the end of the shift;
 - Clean surfaces likely to be touched by workers;
 - Make sure to disinfect the handles, the toilet seat and the sink regularly;



3.3.4 Stores and food-delivery precautions

Disposable gloves must be worn to move stores from the deck area to the galley and storage areas. Gloves must then be disposed of. When wearing gloves, do not touch the face, mouth, nose or eyes, and wash hands frequently.

Fresh produce must be washed before use. Wash hands before and after handling of food.

Once the packaging has been moved to the garbage areas, any surface touched by the packaging, such as tables and floors, must be sanitized. Mixing procedures for cleaning products **must** be followed.

The COVID-19 virus is not particularly resilient outside of the human body. Basic household disinfectant cleaners suffice to eradicate the virus. Proper use of appropriate personal protective equipment (PPE) is essential when using chemicals.

The COVID-19 virus does have the ability to subsist on certain surfaces (e.g., stainless steel, plastic, cardboard) for an extended period. Frequent cleaning of any commonly touched surface is crucial to significantly limit the spread of the disease.

3.4 Catering hygiene

During the COVID-19 threat, proper catering and food-preparation hygiene still applies. COVID is not transmitted through food but may be transmitted through surfaces or direct contact with people.

- Ensure thorough handwashing before and after each meal;
- Do not share food;
- Do not exchange cups, glasses, plates, utensils;
- Line up while respecting a distance of two meters for the meal service, which should include a Plexiglas / polythene barrier;
- Wash dishes in hot water with soap.

Ensure that all meat-handling practices are correctly followed.

Use different chopping boards and knives for raw meat and cooked foods to prevent cross contamination.

Wash hands with soap and hot water for at least 20 seconds between handling raw and cooked foods.

Clean common areas, equipment, accessories, tables, microwave ovens, water fountains and coffee machines with a cleaning product (disinfectant).



become a potential risk of contamination with COVID-19. To limit the risks, preventive measures are imposed and must be adopted by all personnel on board. Below is a list of risk factors for contamination with COVID-19 and the precautionary measures adopted.

Risks factors:

Direct contamination between the crew members and the pilot

Contact cross contamination with surfaces (door handles, guardrails, navigational equipment, etc.)

Preventive measures:

Install a hand-sanitizer dispenser at the pilot's boarding point and ensure that the pilot uses it once on board.

When possible, maintain a two-metre distance between the crew members and the pilot.

Escort the pilot to the wheelhouse using the exterior stairs, limiting the risk of contamination on board.

Once the gangway has been reached, the accompanying crew member and the pilot must wash their hands with soapy water even if gloves are used.

During the meeting between the pilot and the crew members present at the wheelhouse, the handshake must be avoided. Instead, we recommend an alternative, contactless greeting.

In order to limit contact with the various elements of the wheelhouse, when possible, a radar and a chair will be specifically assigned to the pilot.

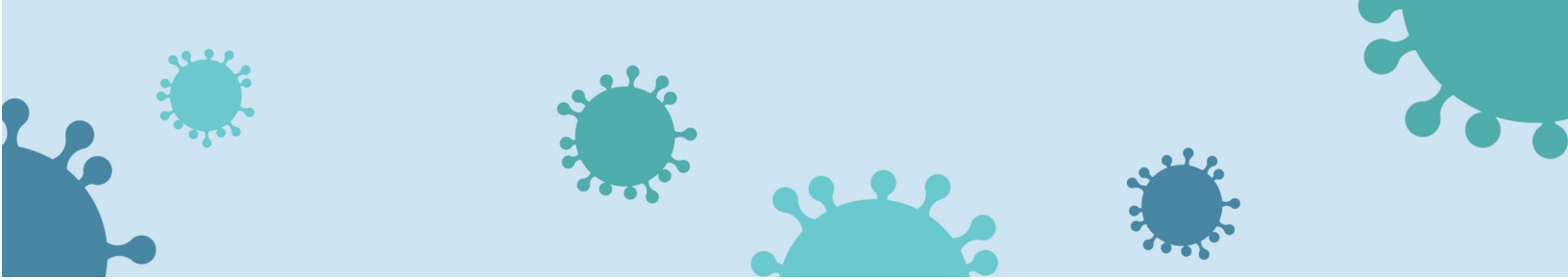
Crew members assigned to the bridge during their watch must wash their hands before entering and leaving the wheelhouse, to limit the risk of contamination.

When the pilot disembarks, he will be escorted again, using the exterior stairs.

After disembarkation, the wheelhouse should be disinfected, when possible. Particular attention should be paid to risky surfaces such as the radar, ECDIS, VHF radio, assigned chair, door handles, armrest under the front windows, bathroom or any other surface that may have been in contact with the pilot.

6. Symptoms and isolation of a crew member

A plan for on-board isolation of a crew member with any COVID-19 symptoms must be developed, especially for ships where crew members use shared cabins or washrooms. If a washroom is shared, moving the affected crew member to another location must be considered.



In some cases, an alternate cabin (e.g., owners' cabin) may be a preferred location. When identifying the ship's isolation procedures, consider:

- The proximity to other crews and galleys/mess areas. When feasible, maximize the distance from as many crew members and galleys/mess areas as possible;
- Providing the individual with direct access to a washroom (if the washroom is shared, the infected person needs to clean it after each use; every washroom needs to be cleaned at least two times per shift).

The masters and chief engineers are requested to identify an infirmary cabin and have the discretion to identify the temporary infirmary on their vessel.

Anyone infected with COVID-19 may have few to no symptoms. Symptoms can take up to 14 days to appear after exposure to COVID-19; sometimes they do not manifest.

Symptoms include:

One of the following: Fever (higher than 38°C), cough, shortness of breath and loss of sense of taste or smell

OR

Two of the following: Diarrhea, sore throat, unusual fatigue, headache or body aches (not caused by physical work).

In the eventuality that a crew member meets the definition of a suspected case, he must be isolated and follow the procedure below.

6.1 Isolation precautions for crew members

If any crew member begins to display clinical symptoms meeting the Public Health Agency of Canada's definition, they should immediately be given a mask and sequestered to their cabin or the designated cabin (depending on decision made on board; see section 4.0).

Interactions with the crew member should be kept to a minimum. The following procedures must be implemented:

- Communication should be facilitated by an internal ship phone or radio.
- Any crew members interacting with the suspected infected crew member should wear a Tyvek or a similar suit, a mask, goggles or a face shield, and gloves.
- Any PPE worn during the interaction should be discarded or cleaned immediately.
- All food must be delivered to the door:
 - Leave it on the floor in front of the door, so the isolated person can take it; follow the same procedure when finished;
 - Wear gloves when picking up the tray;

- Take information on the condition of the sick crew member without contact;
- Crew members beginning to feel the onset of any symptoms must report them to their supervisor as soon as noticed.
- When available, use disposable plates and cutlery, dispose of the used items in a sealed bag, or if the usual dishes are used, ensure they are cleaned immediately (important: do not wash by hand).

6.2 Confirmed suspected case on board

Following health authorities' advice, if a suspected case on board is identified, a conference call with the senior crew member as well as the shore COVID-19 Task Force will be arranged as soon as possible to determine the immediate next steps, based on a variety of factors: the crew member's condition, the vessel location, number of crew affected, available resources in the area, etc. The vast number of variables will determine the action to be taken (e.g., if at sea, which port will the vessel head to?). The relevant federal authorities will be notified when the best strategy is decided on.

6.3 Reporting in Canadian waters

If anyone on board is found symptomatic or suspected with COVID-19, the masters must report to the MCTS and the local public-health authority. Transport Canada must also be informed.

Physicians on call for the Nunavik Department of Public Health may be contacted for support for shared decision making as needed: 1-855-964-2244 or 1-819-299-2990.


6.4 Disembarking procedure for affected crew member

The current contingency plan for a suspected case of COVID-19 on board a commercial vessel is to disembark the crew member as soon as practicable, to initiate the treatment ashore.

The exact details of the disembarkation will vary from case to case and may include Coast Guard extraction via tender or helicopter. Transport Canada has provided the following guidance for disembarking a crew member suspected of having COVID-19.

Disembarkation of suspected cases:

During the disembarkation of suspected cases, every effort must be taken to minimize the exposure of others and avoid environmental contamination. Suspected cases should be provided with a mask to reduce the risks of transmission. All staff involved in transporting suspected cases should apply *infection control practices*, following PHAC guidance. These practices are summarized below:



When disembarking a suspected case, any personnel involved should routinely perform hand hygiene and wear a medical mask, eye protection (goggles or face shield), Tyvek or similar suit, and gloves.

PPE should be changed after disembarking each patient and appropriately disposed of in a sealed bag.

Transport staff should frequently clean their hands with an alcohol-based hand rub or soap and water and ensure that they clean their hands before putting on PPE and again after removing it.

During transit, any equipment used to transport a patient should be cleaned and disinfected, with attention paid to the areas in contact with the suspected case. The cleaning should be executed with a regular household soap or detergent first. Then, after complete rinsing, a regular household disinfectant must be used.

7. Shore leave

Transport Canada has reiterated its support to ship owners, stating that shore leave is important to the crew's mental health and well-being. While keeping in mind the safety and health of those crew members, we trust operators to aim for the right-risk-to-benefit balance for the crew.

If a crew member is exceptionally authorized shore leave within Nunavik, the captain must ensure that the harbour master appointed by the NV (or the mayor) is aware.

8. Beach procedure for unloading and loading of cargo

Crew members should not be in contact with the population. The harbour master, appointed by the NV, is the point of contact with the community. The crew is expected to comply with the measures on shore.

Transparency and good communication with partners and community leaders are encouraged, as leaders are very protective of their communities.

No corporate promotional items (tuques, caps, pencils, etc.) may be distributed.

PPE, including gloves (reinforce the handwashing protocol), procedural masks and Tyvek (or similar) coveralls, will be provided in sufficient quantities and located in strategic locations (on tugs, in portable offices, with heavy machinery and on the ship) in order to provide quick and efficient access.

8.1 Beginning of operations

The beach team members will be assessed for symptoms before disembarking (if someone has symptoms, the CLSC should be contacted and the person tested).

Warning signs and instructions should be posted on the equipment mobilized ashore.



8.2 Landing operations

Social distancing (two metres) must always be respected; interaction with local residents must be limited to what is strictly necessary. If an interaction requires someone to be closer than two metres, protective eyewear and a mask should be worn.

Equipment (computer equipment, machinery controls, office tools, etc.) must be cleaned after each user.

8.3 Interactions with clients

Initiatives proposed by the companies to have a container with designated entrances, separated by a Plexiglas panel, are safe. If meetings are held, it is safer to hold them outdoors than in the container (air circulation).

When delivering a vehicle, ensure that measures are well understood by clients and that vehicle-disinfection procedures are respected.

The use of electronic forms and electronic signatures is recommended. In the event of impossibility due to technical reasons, the paper versions must be printed in advance and the customer must sign with his own pen or pencil.

Tools (IT/office equipment) must be disinfected after each user.

Sanitization of the vehicles or part of the cargo handled by the crew must be strictly carried out.

No visitor or customer will be allowed in the beach office.

If the team cannot comply with the rules, the harbour master or the NV should be contacted for support.

8.4 Loading lateral or retrograde cargo

Controls of vehicles and machinery to be loaded as cargo or to be moved must be disinfected before any handling by the crew.

PPE must be used (hand hygiene is preferable to use of gloves, procedural masks should be used, etc.) as applicable.

8.5 End of operations

The disinfection of all controls of the machinery to be loaded on board (tug wheelhouse, heavy machinery, side-by-side-type vehicle, etc.) must be carried out rigorously.

No PPE that has been used ashore may enter the ship except types can be sanitized. Handwashing will be compulsory when boarding the ship.

Clothes, paper, cardboard and materials that absorb water are not significant COVID transmitters.



- On arrival at the first discharge port, the FCNQ crew will go ashore to operate the tank farm during cargo-discharge operations. They will have to make arrangements in advance to have the FCNQ Petro-Manager leave them a truck at the marina which has been duly disinfected before they arrive. They will use this truck to transport the shore-manifold equipment and the assigned crew members to the shore manifold to set up the manifold and, if required, to assist with the hose deployed to the manifold.
- The FCNQ will use the truck to travel to and from the marina in order to meet the workboat at shift changes.
- The workboat will arrive at the marina; no one but crew going to the depot or shore manifold will disembark and they will go straight to the pickup truck to be driven to the manifold or depot.
- The two gaugers and the cargo inspector are to remain at the depot/tank farm. They are not to stay in the hotel or visit the co-op or Northern store, and must not come into contact with any local resident, and this at all times.
- During their stay ashore, the FCNQ crew will work/stay exclusively at the tank farm/fuel depot, except when using the truck for shift changes at the marina and to pick up meals delivered by the workboat.
- The FCNQ crew must return to the ship or sleep at the tank farm.
- Meals will be delivered ashore from the vessel when changing the shore-manifold crew.
- The village FCNQ crew normally employed at the depot will have to ensure that it maintains the mandatory physical distancing from the FCNQ shore crew.
- On completion of cargo operations, all material brought ashore will be packed up to be transferred to the truck and then to the workboat at the marina.
- Any garbage should be put in a sealed garbage bag and left at the depot with instructions that it not be touched for four days. The date is to be clearly marked.
- The FCNQ shore crew should wash down the office where they have been living with disinfectant.
- All hard surfaces on the truck should be wiped down with disinfectant before leaving the truck at the marina before boarding the workboat for departure.
- In case the ship has to depart quickly during cargo operations due to sudden onset of bad weather, the crew stranded ashore will have to stay at the hotel and have meals brought in. It must be noted that by this point, more than 14 days will have elapsed since they joined the ship and no symptoms of COVID have been observed on board.