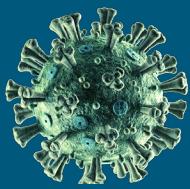


Coronavirus disease (COVID-19): BIMCO's general advice for shipping companies



Beside common sense, please consider the below non-exhaustive list of items that should be considered carefully when the COVID-19 is active in your area:

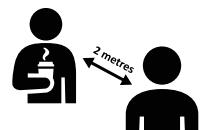
- Stay informed regarding the current situation and developments:
 - relevant media
 - local authorities
 - national authorities
 - [World Health Organization \(WHO\)](#)
 - Be critical of the source of information on social media.
- Adhere to local authorities' guidance and instructions:
 - Implement guidance as instructed and advised.
 - Provide clear instructions to all personnel.
 - Inform all personnel about local guidance.

Avoid creating panic.

As with all other challenges, this calls for prudent and sound use of common sense.

Protect your employees:

- Involve and keep employees up to date and duly informed – share information in writing.
- Provide personnel with relevant information and guidance from WHO and National Health Authorities – emphasise how it affects their daily routines.
- Implement stricter hygiene and cleaning standards for workplaces, offices and facilities.
- Provide hand sanitiser at strategic locations in the workplace, offices and facilities.
- Limit all unnecessary travel.
- Consider repatriation of personnel from abroad.
- Avoid personnel attending crowded meetings and events – attend meetings online if possible.
- Minimise employees' public travel during rush hours – allow for flexible working hours or working from home.
- Avoiding shaking hands and other greetings involving body contact.
- Implement strict procedures for handwash and hand rub – promote high hygiene with posters at all hand wash facilities.
- Implement a social distance of minimum 2 metres for all personnel – consider applying stickers to the floor for recommended social position – eg in the vicinity of vending machines.
- Cancel buffet lunch arrangements – establish safe distance in dining halls by removing every second chair.



Protect your business:

- Make a business continuity plan for how to cope with the COVID-19.
- Inform your service providers, clients and customers that you are prepared accordingly.
- Provide relevant guidance and information to employees.
- Inform all if implementing procedures affecting your day to day business.
- Implement health screening of personnel (body temperature and general condition).
- Respect people and other companies in the affected areas.
- Avoid crowded in-house meetings and gatherings – arrange for online meetings to the extent possible and make sure employees are well equipped for these arrangements.

Proposed content of a Health Safety Management plan:

- health policy
- planning process for accidents and sickness prevention
- line of command and responsibilities
- practices, procedures and resources for developing and implementing the health policy.

Proposed content of a health contingency plan:

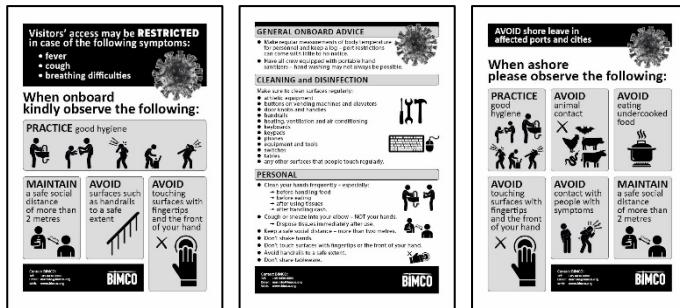
- List of appointed key personnel as contact for clients and customers – make sure to have replacements prepared to take over on short notice.
- Inform all personnel, service providers, clients and customers of your overall plan.
- Implement self-isolation for employees considered a risk or who show COVID-19 symptoms.
- Provide Personal Protection Equipment (PPE) if appropriate.
- Frequent cleaning and disinfection of relevant workplace locations and surfaces.
- Minimise staff in office during normal office hours – eg implement personnel arrangements for working in shifts.
- Consider remote operation – eg employees having functions that allows for working from home.
- Closely monitor the stock of essential consumables – eg portable hand sanitisers and soap.
- Minimise direct contact with clients and customers – eg make a social contract to avoid physical contact.
- Ensure enough material, resources and manpower is available to operate remotely.
- Make arrangement with your bank for ensuring cash flow and payment of obligations.
- Screen visitors for temperature and general health condition.

Proposed content of an emergency plan:

- Engage the company's crisis management plan.
- Update all personnel, service providers, clients and customers.
- Close and lock down affected locations and premises.
- Ensure the location is securely guarded and locked to avoid unauthorised access.
- Maintain remote operation only.

Proposal for placing signs at strategic locations (please see the examples below):

- sign at entrances for visitors
- sign in offices
- sign at exits.



Related links to COVID-19 information:

- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/travel-advice>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>
- <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

Related links to BIMCO COVID-19:

- <https://www.bimco.org/covid19>
- <https://www.bimco.org/contracts-and-clauses/chartering-help-and-advice/novel-coronavirus>
- <https://www.bimco.org/contracts-and-clauses/chartering-help-and-advice/novel-coronavirus/20200304-bimco-contagious-diseases-clauses>
- <https://www.bimco.org/ships-ports-and-voyage-planning/crew-support/health-and-medical-support/infectious-or-contagious-diseases>
- <https://www.bimco.org/ships-ports-and-voyage-planning/crew-support/health-and-medical-support/novel-coronavirus>
- <https://www.bimco.org/ships-ports-and-voyage-planning/crew-support/health-and-medical-support/novel-coronavirus--crew-challenges>
- https://www.bimco.org/ships-ports-and-voyage-planning/crew-support/health-and-medical-support/novel-coronavirus_quick-guidance
- <https://www.bimco.org/ships-ports-and-voyage-planning/safety/ships-inspections-and-port-state-control/covid-19-implications>
- <https://www.bimco.org/ships-ports-and-voyage-planning/environment-protection/ballast-water-management/bimco-advises-shipowners-to-check-ballast-water-system-installation-plans>

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