



MARITIME AND PORT AUTHORITY OF SINGAPORE

PORT MARINE CIRCULAR
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Shipping community
Pleasure Craft Community

SHORE LEAVE FOR CREW WORKING ONBOARD VESSELS IN PORT OF SINGAPORE

1. The Maritime and Port Authority of Singapore has developed a framework for the lifting of Not-to-Land (NTL) status and granting of shore leave for crew working onboard visiting vessels (i.e. vessels in shipyards and pleasure craft) in the Port of Singapore,
2. Vessels which have been in port for at least 14 days are eligible to apply for the lifting of NTL and granting of shore leave.
3. The clearance process will involve all vessel crew undergoing cohort isolation¹ for up to 14 days and the crew are required to take 2 negative polymerase chain reaction (PCR) swab tests during this period. Vessels in port for at least 2 months will be given priority for lifting of NTL and granting of shore leave.
4. The owner/operator/agent of the vessel can submit the application via FormSG (<https://form.gov.sg/5fbb1ccef5bd7600115acd13>) from 01 Dec 2020. Please refer to **ANNEX A** for further details.
5. Please email to shoreleave@mpa.gov.sg for any clarification needed on this circular.

CAPT KEVIN WONG
PORT MASTER
MARITIME AND PORT AUTHORITY OF SINGAPORE

¹ In cohort isolation, all crew must remain on board with no new crew signing on or transferred to the vessel. The crew are recommended to be isolated in different rooms during the isolation period.

PROCEDURE FOR THE LIFTING OF NTL AND GRANTING OF SHORE LEAVE

1. This procedure will apply to vessels which have been in port for at least 14 days and will continue to stay in port for at least another 14 days. All crew on board the vessel are required to go through the clearance process (i.e. cohort isolation and two negative COVID-19 PCR swab tests). No crew shall be excluded from this clearance process.

Application and first swab test

2. The owner/operator/agent (i.e. person-in-charge) (PIC) of the vessel is required to submit the application via FormSG (<https://form.gov.sg/5fbb1ccef5bd7600115acd13>)

3. Upon approval of the application, the PIC will receive an email to proceed with the COVID-19 PCR swab tests. The PIC can engage the seaport medical service providers (**ANNEX B** refers) or any other MOH-approved clinics to carry out the swab tests onboard the vessel.

4. The application can be made 14 days after vessel's arrival in port. All crew must take the swab test on the same day, and both swab tests must be taken on board the vessel. MPA Marine Safety Control Centre (tel: 6325-2488) must be informed immediately if any crew tests positive for COVID-19.

Cohort Isolation

5. The cohort isolation shall commence on the day of the first swab test.

6. During the period of cohort isolation, there shall be no new crew signing on or transferred to the vessel. All crew must remain on board the vessel. The crew are recommended to be isolated in different rooms where possible, and all physical interaction with non-vessel crew must be avoided.

7. For vessels in shipyards for repairs/maintenance, the work may continue with shore personnel and shipyard workers boarding the vessels. Pleasure craft with crew carrying out cohort isolation are not allowed to cruise in port.

8. The vessel crew and shore personnel shall comply with the precautionary measures listed in **ANNEX C** and **ANNEX D**. The shipyard personnel shall comply with COVID-Safe Restart Criteria for Shipyards, Resident Contractors and Common Contractors (Marine and Offshore) issued by the Economic Development Board, and Enterprise Singapore.

9. The PIC must inform MPA Marine Safety Control Centre (MSCC) (tel: 6325-2488) when:

- a) Any crew requires to seek emergency medical attention; or
- b) Any crew did not comply with the cohort isolation requirements

Second swab test

10. The second swab test can be taken after at least 11 days of cohort isolation (e.g. if first swab was taken on 01 Dec, the second swab test can be taken on 12 Dec) but not later than the 14th day. MPA MSCC (tel: 6325-2488) must be informed immediately if any crew tested positive for COVID-19.

Lifting of NTL and issue of landing passes

11. Upon confirmation that all vessel crew tested twice negative for COVID-19, MPA will issue a no objection letter for the lifting of NTL of the vessel crew. The PIC of the vessel may proceed to submit the no objection letter to Immigration & Checkpoints Authority (ICA) (ICA_CREW_Administrator@ica.gov.sg) for processing of lifting of NTL and issue of landing passes (LP) for the crew. The PIC of vessel is required to check whether crew applying shore leave requires a Singapore visa to seek entry into Singapore. The crew NTL status will only be lifted by ICA after PIC showed proof that a visa has been obtained for the visa-required crew.

12. To obtain the LP, the vessel crew must report personally to either Marina South Pier (MSP) or West Coast Pier (WCP). The PIC is responsible to monitor the number of days of LP granted to each of the crew by ICA. PIC must ensure their LP extension are obtained timely before the expiry of the LP.

13. The grant of LP to crew is assessed and determined by the ICA officers at the Singapore checkpoints upon arrival. Crew who meet the prevailing basic entry requirements such as possession of a valid passport, a valid visa etc will be allowed entry. A foreigner's entry into Singapore is neither a right nor automatic and each entry is considered on its own merits. Those who are ineligible for an immigration pass will be refused entry.

Application for shore leave

14. The PIC of the vessel is required to submit application for shore leave to shoreleave@mpa.gov.sg.

15. Upon approval of the application, the PIC will receive an email to proceed with the Antigen Rapid Test (ART). The PIC can engage the seaport medical service providers (**ANNEX B** refers) or any other MOH-approved clinics to carry out the ART onboard the vessel.

16. Crew going for shore leave are required to undergo the ART on the day of the intended shore leave. The results of the ART shall be submitted to shoreleave@mpa.gov.sg and approval issued before the crew is allowed to go for shore leave.

17. Should any crew tests positive for ART, the crew will be required to take a COVID-19 PCR swab test. The crew is required to self-isolate, and no crew onboard the same vessel is allowed to go for shore leave until the result is released.

Shore leave conditions

18. The vessel crew are required to comply with the following conditions before, and when going for shore leave:

- a) The period of shore leave is limited to between 0900hrs and 2100hrs each day.
- b) The crew must install the TraceTogether application. Crew who fail to show the TraceTogether application on their handphones when asked by the immigration officers will not be issued with LP.
- c) The number of crew allowed shore leave each day shall be capped at 50% of the vessel's total crew or 30 crew, whichever is lower, subject to compliance with minimum manning for onboard emergency response.
- d) The crew must take temperature prior to leaving the vessel; crew with temperature more than 37.5 degrees Celsius should seek medical attention immediately.
- e) The crew must observe all COVID-19 safe management measures including:
 - i. Checking in/out on SafeEntry;
 - ii. Wearing masks at all times;
 - iii. Observing 1m safe-distancing; and
 - iv. No gathering of more than 5 persons at any time
- f) The crew are required to avoid certain high-risk and vulnerable places. These are:
 - i. Religious sites,
 - ii. Pubs along popular entertainment spots e.g. Boat Quay and Clark Quay,
 - iii. Mustafa and the rest of Little India,
 - iv. Large-scale events like soccer matches, concerts etc,
 - v. Places where our elderly congregate, e.g. hawker centres, wet market, and
 - vi. Schools and childcare centres, nursing homes, foreign worker dormitories.
- g) The crew must commute via private-hire vehicles or taxis. No public buses or MRT is allowed

Reinstatement of NTL status

19. The NTL status for all crew onboard the vessel will be reinstated by ICA if any of the following conditions is met:

- a) When vessel departs and re-enters port;
- b) When a new crew signs on or is transferred to the vessel;
- c) When any crew is found to have not complied with the shore leave conditions;
- d) If any crew tests positive for COVID-19; or
- e) When any of the crew is found to have overstayed in Singapore

List of Seaport Medical Service Providers

Company Address	Contact Details
Seacare Maritime Medical Centre Pte Ltd 100 Tras Street #18-02/03 (100AM) Amara Corporate Tower Singapore 079027	24hrs hotline: 62227728 Fax. No: 62246387 Email: seacaremedical@singnet.com.sg
Speedoc Singapore 991C Alexandra Road #01-13B Singapore 119971	24hrs hotline: 81808948 Email: contact@speedoc.com
CityMed Health Associates Pte Ltd 19 Keppel Road #01-01 Jit Poh Building Singapore 089058	Tel: 62262636 (24 hours) Fax: 62262733 Email: citymed@singnet.com.sg
Healthway Medical Corporation Ltd. 6 Shenton Way #10-09, OUE Downtown 2 Singapore 068809	Tel: 84986531 Email: enquiries@healthwaymedical.com Website: www.healthwaymedical.com
Flinders EMA Pte Ltd FEMA Clinic and Surgery 10, Sinaran Drive, #09-32 Novena Medical Center, Sq 2 Singapore 307506	Tel: 9007 3942 Emergency Hotline: 9069 4307 General line: 6397 2012 or 6854 3720 Email: info@flindersema.com Website: www.femaglobal.com / www.flindersema.com
Parkway Shenton Pte Ltd 20 Bendemeer Road #01-02/06 Singapore 339914	Tel: 6227 7777 Fax: 6225 3735 Email: psc.cs@parkwaypantai.com Website: www.parkwayshenton.com

This list is for reference only and is non-exhaustive. MPA neither endorse these companies nor the services they offer.

Precautionary Measures for Shore Personnel Boarding Vessels in Port

DO	DON'T
<p>See a doctor if you are sick and stay at home.</p> <p>Leave the work area immediately if you start feeling unwell and report to your employer</p>	<p>Don't go to work even if symptoms appear mild</p>
<p>Do request for a designated work and rest area</p> <p>Shorten the duration of stay on board to minimise exposure</p>	<p>Don't loiter in the crew living or common areas</p> <p>No overnight stays on board visiting vessel</p>
<p>A mask must be worn at all times (unless the work activity requires that no mask be worn).</p> <p>In addition, to wear other appropriate Personal Protective Equipment (PPE), where necessary, such as gloves, goggles/ face shields and surgical gown, without jeopardising operational and personal safety</p>	<p>Do not reuse used PPE, and dispose PPE in designated biohazard disposal bin</p>
<p>Practice safe distancing (at least 2 metres apart) and avoid physical contact with vessel's crew</p>	<p>Don't shake hands. Adopt alternative greetings</p>
<p>Observe good personal hygiene such as frequent washing of hands with soap or use hand sanitisers</p>	<p>Avoid touching your eyes, nose and Mouth</p>
<p>Bring and consume your own individually packed food and drinks</p> <p>Consume your meals separate from the vessel's crew</p>	<p>Do not consume food and beverages from the vessel</p> <p>Do not share food with others</p>

Precautionary Measures for Vessels with Shore Personnel Boarding

Vessels which have shore-based personnel boarding, should adopt the following measures:

- a. All crew members are to wear a mask at all times and practise safe distancing (at least 2 metres apart).
- b. All crew members are to take and record their temperature twice daily.
- c. All crew members are advised to maintain good hygiene in the vessel's accommodation areas by cleaning frequently touched surfaces (e.g. desk, chart tables, dining tables, bridge/engine room consoles, door handles, hand-holds, switches, telephones/VHF handsets, faucets, etc.)
- d. Master of the vessel should isolate unwell crew members and/or passengers.
- e. Access should be denied to shore-based personnel who are unwell.
- f. Minimise interaction of crew with shore-based personnel by, where possible, designating a separate, clean and disinfected rest area, and dedicated toilets for shore-based personnel to use only.
- g. Upon shore-based personnel disembarking, disinfect the areas that have been used and especially high touch points. The vessel's master should follow the National Environment Agency's guidance for disinfecting common areas and rooms.
- h. Keep a record of the movement of shore-based personnel on board the vessel.