



Guidelines for port operators and their frontline personnel on the prevention and control of COVID (fifth edition)

In order to pay close attention to the prevention and control of the epidemic, strengthen the self-protection of port employees, especially front-line workers, and strictly prevent the spread and spread of the new crown pneumonia epidemic through waterways, these guidelines are formulated.

1. Scope of application

This guide is applicable to the prevention and control of COVID during ship piloting, berthing, loading and unloading in winter and spring, as well as the management and protection of pilots, terminal operators, international shipping agency related personnel, and work path administration of ship repairs, third-party inspection services and other port channel management for boarding operators.

2. Overall requirements

In accordance with the development and changes of the epidemic situation, all relevant units of the port shall complete the vaccination as soon as possible in accordance with the law for personnel handling high-risk



positions such as imported cold-chain food handling personnel and personnel on international voyage ships, and increase the budget for epidemic prevention. Earnestly implement the main responsibility of the enterprise, port enterprises, pilot agencies and other units improve the epidemic prevention and control work system, and determine the risk level of pilotage, port operations and boarding operations according to the port of incoming ships, cargo loading, and crew status, and strengthen information Work such as sharing, material storage, ship-shore isolation, passage management, ventilation and disinfection, personal protection, terminal elimination, and emergency response. The local transportation authority strengthens the integrity management of shipping companies, shipping agents and other units, supervises them to provide truthful information about ships, cargo, and crew, and supports pilot agencies to deal with all ships and shipping companies that have suffered epidemics in accordance with local epidemic prevention and control requirements. Operating ships adopt restrictive measures to adjust the order of pilotage, and resolutely prevent the risk of epidemic import at waterborne ports.



3. Strengthen information reporting and boarding channel management

(1) Timely grasp the information of ships, cargoes and crews arriving at the port.

Port enterprises and pilotage agencies should strengthen collaboration and information sharing with ship agents, customs, border inspection, maritime affairs, health and other units, and formulate relevant work plans based on the following ship, cargo, and crew information.

1. Information about the ship's call at the port, berthing and departure information within 14 days before the arrival of the port.

2. Crew basic information, physical health, nucleic acid testing, etc., crew shifts, personnel disembarking, material delivery and personnel contact information during berthing.

3. Ship quarantine, ship epidemic prevention measures and other information.

4. Information about close contacts of the ship during berthing.

5. Operation information of domestic sewage and ballast water treatment equipment.

6. Information about refrigerated containers and bulk



refrigerated goods.

(2) Strengthen personnel and vehicle information management.

Port enterprises shall register and verify personnel and vehicles entering and leaving the port, strengthen information collection, and implement closed-loop management. Chinese nationals can pass through with the green code of the health code. Strictly check the negative nucleic acid results within 7 days for ship agents, ship repairs, third-party inspection services, and other relevant personnel from outside units who board ships on international voyages through ports. The dock is opened to the outside world, and the onboard crew and foreign personnel will be administrated in accordance with relevant national regulations.

(3) Strengthen information submission.

According to relevant requirements, report epidemic prevention and control information to the local transportation (port) management department.

(4) Strengthen the management of port boarding channels.

For ship agents, ship repairs, third-party inspection services and other relevant units that have inadequately



implemented epidemic prevention and control measures that have led to personnel infections, their personnel shall be restricted from entering specific areas of the port within 14 days and reported to immigration border inspection, customs, maritime and other port management departments.

4, standard and strict operating procedures

l) Pilot agencies, port enterprises and other relevant units organize pre-ship meetings to study and judge the risk of ship epidemic prevention and control before the ship enters the port for operations, strictly control the number of people who board the ship, especially for bulk, For ships that require a large number of boarding personnel, such as the loading and unloading of general cargo, the rotation of shifts should be arranged reasonably, the specific protective measures and precautions of relevant operators should be clarified, and the responsible person should be assigned.

li) Through shipping companies, shipping agents, etc., port companies urge ships to do disinfection, ventilation and other related work, arrange personnel on duty during their stay in the port, and accurately record the identity



information of persons disembarking and disembarking, reasons for disembarking, and contact information to ensure that the information is traceable. Cooperate with immigration border inspections and other port management departments to strengthen the on-site management of boarding personnel, strengthen the prevention and control of the epidemic situation at the boarding stairs, and urge the boarding personnel to take personal protection. Those who fail to perform personal protection as required are strictly prohibited from boarding.

lii) After international voyage ships have been quarantined by the customs and obtained the inspection and quarantine certification materials, the shipping company or ship agent shall issue a crew health commitment before they can carry out the loading and unloading operations safely and securely. Among them, ships that intend to switch from international routes to domestic routes must wait for the crew to undergo a negative nucleic acid test before loading and unloading operations at the port of entry. Ships on international voyages whose crew must undergo nucleic acid testing must wait until the crew has a



negative nucleic acid test before loading and unloading, then personnel and other relevant personnel can board the ship. If a container liner does need to board the ship in advance due to schedule reasons, the personnel on board the ship should take personal protection, and shall not enter the crew's living area and the confined space of the ship, and shall be closed for management before the crew's nucleic acid test results are obtained, and shall not leave the port area.

iv) Strictly implement prevention and control measures such as non-direct contact between ship and shore personnel, earnestly implement the security plan for opening port and port facilities, strengthen the management of entry and exit personnel, vehicle management, and ship port interface management, strengthen the management of disembarkation channels, and strictly control the ship-to-shore exchanges of international sailing ships For activities, crew members are not allowed to go ashore except for production and life necessities and emergencies.

5. In line with the requirements for epidemic prevention and control, and with the approval of the relevant units of the local joint prevention and control mechanism, when



conducting crew shifts, ship supply, ship inspections, and emergency rescue and disposal of injured and sick crew members, port companies must cooperate with relevant units to ensure that relevant personnel enter and exit the port. Management of disembarkation and disembarkation. Persons and vehicles entering and leaving the port should be notified in advance by the shipping agent and other relevant units, and the body temperature of the relevant personnel before entering the port should be strictly implemented. Persons whose body temperature exceeds 37.3°C are prohibited from entering the port and reported to the local health department in accordance with the procedures.

5. Requirements for the protection of workers

(1) Requirements for protection of terminal operators.

i) Workplaces and entrances to work areas are equipped with body temperature detection equipment. According to the risk level of different positions, the operators shall be equipped with masks, gloves, goggles and other necessary protective equipment, and guide the correct use.

ii) Do a good job in staff temperature testing and nucleic acid testing. Persons who may have close contact with the



crew should be relatively fixed, implement record management, and conduct regular nucleic acid testing in accordance with local regulations.

iii) Without special circumstances, terminal operators will not board the ship or have direct contact with the crew. If you must have close contact with the crew due to work needs, try to choose an outdoor space, take personal protection, and keep a safe distance of more than 1 meter.

iv) In the process of loading and unloading operations, appropriate isolation measures such as notice boards and cordon shall be adopted to prohibit crew members from entering the terminal operation area in principle. When ship-shore cooperation is required, crew members should be required to wear masks, gloves and other personal protective equipment correctly, and measures such as taking turns or increasing working intervals should be taken to avoid direct contact between dock personnel and crew members. For crew members who really need to go ashore, body temperature should be checked.

v) In the unpacking operation of imported refrigerated containers, personnel who directly contact the refrigerated goods should be relatively fixed, implement



closed management, regularly check body temperature, take strict protective measures, and wear protective clothing, masks, protective gloves, and protective masks throughout the process. Avoid the goods close to the face and touch the nose and mouth with your hands. At least one nucleic acid test should be carried out within 7 days. The detection frequency should be increased according to local regulations in the epidemic area. If the test of refrigerated cargo is positive, the loading and unloading personnel shall immediately carry out nucleic acid test according to regulations, and implement closed management, and carry out nucleic acid test according to the requirements of the local joint prevention and control mechanism before releasing the seal.

vi) Try to use telephone, WeChat, online video and other methods to communicate and deploy work to reduce the gathering of operators.

(2) Pilot protection requirements.

i. The pilot agency has strengthened the storage and supply of epidemic prevention materials, increased the deployment of medical protective masks, gloves, goggles, protective clothing, infrared thermometers and disinfectants and other epidemic prevention materials,



and established an epidemic prevention material supply system. Strengthen the monitoring of pilot health status and establish a daily health status report system.

ii. Pilots, shuttle vehicles, and pilot boats are relatively fixed, implement closed-loop management, strengthen body temperature monitoring, and regularly conduct nucleic acid tests on pilots according to local requirements (at least once within 7 days). Pilots leading medium and high risk ships should strengthen protection and implement closed management. If the pilot ship has a crew member with a positive nucleic acid test, the pilot shall immediately conduct a nucleic acid test, and implement closed management, and perform nucleic acid test according to the requirements of the local joint prevention and control mechanism before the closure is released.

iii. During the piloting of the ship, the pilot should determine the protection level according to the risk level of the ship in accordance with the guidance of the local health and health department, and wear personal protective equipment correctly throughout the process.

iv. When embarking or disembarking, try to choose outdoor passages to avoid crew living areas.

v. During the pilotage period, the ship should be notified to



control the number of people on the bridge, strengthen bridge ventilation, reduce contact with the crew, and maintain a safe distance. If conditions permit, special walkie-talkies and other communication equipment should be used to avoid cross-use of communication equipment with the crew.

vi Except for the pilots of the Yangtze River, in principle, they should not eat on the ship, and should try to avoid toileting and resting on the ship.

vii. After the pilot disembarks, disinfection measures shall be taken in accordance with regulations, and waste products such as disposable protective equipment shall be treated in a centralized manner in accordance with regulations.

viii. The driver of the pilot and the crew of the transportation vessel should wear masks, gloves and other personal protective equipment correctly, and conduct regular nucleic acid tests according to the requirements of the local joint prevention and control mechanism.

(3) Port companies, international shipping agencies, ship fuel supply companies and other units that board the ship through the dock have protection requirements for boarding personnel.



Port companies, international shipping agents, ship fuel supply companies, ship repair companies that board the ship through the dock, and third-party inspection agencies should give priority to arranging personnel who have been vaccinated against the new crown pneumonia to board the ship.

i. Boarding personnel should wear personal protective equipment such as masks, gloves, goggles, and perform temperature testing and information registration. Operators who directly contact imported bulk refrigerated cargo should wear protective clothing, masks, protective gloves, protective masks and other protective equipment throughout the entire process, avoiding the cargo to stick to the face and touching the nose and mouth with their hands. At the same time, they should arrange shift work hours reasonably to avoid long Time work causes the mask and face mask to freeze, which affects the protective effect.

ii. Boarding personnel are forbidden to enter the crew living area and reduce contact with the crew. If you really need to have close contact with the crew, you should try to choose an outdoor space and keep a safe distance of more than 1 meter.



iii. In principle, boarding personnel do not eat on the ship, and try to avoid going to the toilet and resting on the ship, and leave the ship as soon as possible after the relevant work is completed.

iv. After boarding personnel disembark, disinfection measures must be taken in accordance with regulations, and waste products such as disposable protective equipment shall be treated in a centralized manner in accordance with regulations.

v. Personnel boarding international voyage ships should be relatively fixed and have their body temperature checked regularly, and carry out nucleic acid testing at least once within 7 days. Persons who have direct contact with imported bulk refrigerated goods should be relatively fixed and have their body temperature checked regularly. At least one nucleic acid test should be carried out within 7 days for closed management. If the test of refrigerated cargo is positive, the loading and unloading personnel shall immediately carry out nucleic acid test, and implement closed management, and carry out nucleic acid test according to the requirements of the local joint prevention and control mechanism before lifting the seal. Port enterprises, pilot agencies, ship agency companies,



ship repair companies and third-party inspection agencies that board ships through the docks, under the guidance of the health department, should strengthen the direct contact with the operators of bulk refrigerated goods and close contact with the crew Personnel, pilots, ship's field service, ship repair workers and other boarding personnel shall properly wear and take off protective clothing for professional training, and conduct regular inspections to ensure that key protective measures are in place.

Terminal operators, pilots, ship agents, ship repairing companies and other high-risk personnel who have been vaccinated against the new crown pneumonia vaccine should perform regular nucleic acid testing in accordance with the relevant regulations of the local health department.

6. Strengthen environmental sanitation protection

Strengthen the provision of prevention and control materials such as protective equipment, disinfection products, equipment and facilities, give priority to safeguarding protective equipment, and give priority to ensuring manpower input. In accordance with the protection standards for high-risk areas, do a good job in the procurement, configuration, and use of epidemic



protection equipment for front-line workers, and ensure that they are reserved, distributed, and used in place. Anti-epidemic materials include but are not limited to: ordinary masks, medical high-level protective masks, protective clothing, protective glasses or protective face screens, disinfectants (chlorine disinfectants with effective chlorine 250mg/L~500mg/L or 75% alcohol, The two must not be mixed together), disinfectant hand sanitizer, disinfectant tissues, disposable gloves, rubber gloves, thermometers, infrared thermometers, emergency vehicles, emergency medicines, etc.

(I) Ventilation and environmental sanitation requirements.

(1) Enhancing environmental ventilation. Reception halls, waiting rooms, canteens, meeting rooms, office areas and other space areas are equipped with alcohol, hand-washing disinfectants and other supplies. Open windows regularly for ventilation to maintain indoor air circulation. The frequency of ventilation is not less than 5 times a day. Less than 30 minutes.

(2) Use air conditioning properly. Natural ventilation is preferred. If air-conditioning is used, the air supply of the air-conditioning system should be guaranteed to be safe, sufficient fresh air input should be ensured, and all exhaust



air should be discharged directly to the outside. The return air channel should be closed when the air conditioner is not used.

(3) Keep the environment clean and hygienic. Clean and transfer garbage in time.

(4) Cooperate with relevant units to do a good job in the transshipment and disposal of domestic garbage from ships on international voyages.

(II) Cleaning and disinfection control.

(1) The vehicles and boats transporting employees should be disinfected every time.

(2) Spray or wipe frequently touched surfaces (reception windows, elevator buttons, handrails, door handles, etc.) with chlorine disinfectant containing 250mg/L~500mg/L of available chlorine, or wipe with disinfectant wipes .

(3) Personnel gathering areas (reception halls, waiting rooms, meeting rooms, office areas, dormitories, etc.) are cleaned and disinfected no less than 3 times a day, and elevator rooms, toilets and other places are no less than 6 times a day. The disinfection operation should avoid the operation time as much as possible. Use chlorine disinfectant (use 84 disinfectant in a ratio of not less than 1:50) to spray, spray chlorine disinfectant to ensure not less



than 30mL per cubic meter, or use alcohol disinfectant with a concentration of not less than 75%. Wipe related equipment and areas touched by multiple people. Never mix chlorine-containing disinfectant and alcohol disinfectant. Increase the frequency of elimination of closed places and concentrated living, dining and resting areas for imported cold chain food handlers.

(4) During the spraying of the disinfectant, the spray area should be relatively closed to achieve the disinfection effect. After spraying the disinfectant for 20 minutes, arrange for personnel to open the windows for ventilation. After at least 10 minutes, the space area will resume normal use.

(5) Strengthen the cleaning of garbage cans and other garbage containers, and disinfect them regularly. It can be sprayed or wiped with a chlorine-containing disinfectant containing available chlorine 250mg/L ~ 500mg/L, or wiped with a disinfectant wipe.

(6) The used disposable protective equipment should be collected and disposed of in a centralized manner, and the protective equipment reused by high-risk personnel such as cold chain operations should be collected and disinfected in a standardized manner.



(III) Health protection requirements.

(1) Set up 1 to 2 non-contact temperature detection points at the entrance channel to minimize entrances and exits or maintain one-way access. The inspection staff should try to keep a distance of more than 1 meter from the inspected object, wear work clothes, protective masks, disposable gloves or rubber gloves, and if possible, wear protective glasses or protective face screens.

(2) Personnel from labor service units, visitors, business personnel, etc. who need to enter the site should make an appointment in advance, and those who board an international vessel through the port will have a negative nucleic acid result within 7 days. Both parties are required to wear protective masks to avoid handshake, hug and other physical contact, and wash hands in time.

(3) The personnel gathering area shall be separated and separated to keep a reasonable distance.

(4) Use video conferencing to meet to minimize on-site meetings. Participants wear protective masks at intervals of more than 1 meter to reduce centralized meetings and control meeting time. When the meeting time is too long, keep windows open for ventilation; after the meeting, disinfect the venue, furniture, and tea utensils.



(5) The canteen adopts a divided meal system to avoid gathering of people. The canteen is disinfected once before and after each meal. All personnel wear protective masks to minimize contact with public goods and parts. Wash your hands frequently. When there is no water, use alcohol-based disinfection products (such as 75% alcohol solution) to clean your hands.

(6) Use disinfectant wipes to wipe door handles, telephones, keyboards, mice, office stationery, etc.

(7) Alcohol spraying and wiping operation equipment are prohibited in open flame workplaces, and alcohol disinfection of hands, shoes, and clothes is prohibited. It is recommended to use other disinfectants and disinfection paper towels for disinfection.

(8) For dangerous goods operations, attention should be paid to the electrostatic hazards that may be caused by wearing protective clothing, and static elimination procedures must be carried out when entering the dangerous goods workplace.

(9) According to the requirements of the customs, complete the work of vehicle site elimination and personnel control in accordance with regulations, and cooperate with the customs to carry out the quarantine of imported refrigerated goods and imported high-risk



non-cold-chain container goods for new crown virus quarantine. Port operators should be relatively fixed and centralized management according to regulations. And wear protective clothing, goggles, masks, gloves and other personal protective equipment correctly throughout the process to take personal protection. At the same time, nucleic acid tests should be carried out regularly in accordance with the customs and local joint prevention and control working mechanisms.

(10) The port passenger station will do a good job in the prevention and control work in accordance with the relevant requirements of the latest version of the "Guidelines for the Divisional and Grading Prevention and Control of New Coronary Pneumonia Epidemics in Passenger Terminals and Transportation Vehicles" issued by the Ministry of Transport. Port operations of imported cold chain food also need to follow the "Notice on Printing and Distributing New Coronavirus Prevention and Control Technical Guidelines for Cold Chain Food Production and Operation and New Coronavirus Prevention, Control and Disinfection Technical Guidelines for Cold Chain Food Production and Operation Process" (Commonly issued by joint prevention and control mechanism (2020) No. 245), "Notice on Printing and Distributing the Work Plan for



Preventive and Comprehensive Disinfection of Imported Cold Chain Food” (Joint Prevention and Control Mechanism Zongfa [2020] No. 255) and “The Ministry of Transport on Printing and Distributing the New Crown of Highway and Waterway Imported Cold Chain Food Logistics Virus Prevention, Control and Disinfection Technical Guidelines>” (Jiaoyun Mingdian [2020] No. 292) and other relevant requirements to do a good job in prevention, control and disinfection. Port operations for imported high-risk non-cold-chain container cargoes also need to follow the “Notice on Printing and Distributing the Work Plan for Inspection and Preventive Disinfection of Import-risk Non-cold-chain Container Cargo” (Joint Prevention and Control Mechanism Zongfa [2020] No. 277) and “Transportation Ministry of the People’s Republic of China on the issuance of the "Guidelines for Preventive Disinfection of High-risk Non-cold Chain Container Cargo Imported by Highways and Waterways" (Jiaoyun Mingdian [2021] No. 292) and other relevant requirements for prevention, control and disinfection.

7, do an emergency response

i. Pilot agencies, port enterprises and other units should formulate and improve emergency plans, and strengthen information sharing and linkage with customs, border



inspections, maritime inspection units and local health, transportation and other departments.

ii. If the crew has a fever, cough and other abnormal conditions, the pilot on board shall take strict protective measures such as wearing protective clothing, protective goggles, medical high-level protective masks, gloves, etc., and require the ship to adopt ventilation and disinfection, and all crew members should wear high-level protective measures. Protective masks, personnel isolation and other preventive and control measures, when necessary, professionals can be arranged to guide the pilots to put on and take off protective clothing and disinfection work on site. Port enterprises adopt strict ship-shore isolation measures, cooperate with relevant units in handling, and do a good job in the investigation and isolation of close contacts of their units.

iii. When a person with suspected symptoms of new coronary pneumonia vomits, they should immediately cover and disinfect the vomit with a disposable absorbent material plus a sufficient amount of disinfectant (such as a chlorine-containing disinfectant) or an effective disinfectant towel. After removing the vomit, use a chlorine-containing disinfectant to disinfect the surface of the object.



iv. After the suspected infected person is isolated, immediately arrange for disinfection personnel to fully disinfect the temporary observation room and other areas that may be contaminated. The boats and vehicles used for the transfer of suspected infected persons shall be fully disinfected after the transfer is completed.

v. If a crew member is diagnosed with infection on a boarding ship, the pilot agency and port enterprise shall immediately report to the local joint prevention and control mechanism, and cooperate with the relevant departments in the centralized isolation of relevant personnel, nucleic acid testing and flow adjustment. At the same time, timely report the relevant situation to the transportation management department in writing.