

USTS General Rudder

Summer Sea Term 2020

Ship Operations Handbook

This handbook is designed to give cadets a base knowledge of the operations of the training ship. It incorporates generalized sample procedures, schedule, sea term specific discipline procedures, ship sanitation, personal packing items and general ship specifications.

Nothing in this manual supersedes the authority of the Master or professional crew aboard to institute protocols necessary for the good order and discipline of the embarked persons.



This is a working document that will be continuously updated as best practices and information becomes available. Revision dates will be at the bottom of every page and a table of revisions will be included.

All academic requirements will be contained in the course syllabus posted by the academic departments. You are required to reference this syllabus for course resources.

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06-08-2020 Annex A "COVID Protocols" – Made minor revisions and added new section 6.1 --- A. Post

SEA TERM SCHEDULE

Texas A&M Maritime Academy
Texas A&M University at Galveston
200 Seawolf Parkway · P. O. Box 1675 · Galveston, TX · 77553-1675

ARRIVE/DOCK	PORT	DEPART/UNDOCK
19 June 2020	Cadets and Crew arrive COVID PCR Testing	Galveston, TX
19-24 June 2020	Cadet Quarantine	
22-23 June 2020	Environmental Clean of General Rudder	
25 June 2020	All Clean Tests Move on /Retest for 19th Testing (Citadel Status)	
26 June 2020	(Citadel Status)	
27 June 2020	Remainder of Clean Tests Move on (Citadel Status)	
28 June 2020	(Citadel Status)	
29 June 2020	(Citadel Status) Stores	
30 June 2020	(Citadel Status) AM DRILLS	
01 July 2020	(Citadel Status)	0900 Depart Galveston
02 July 2020	(Citadel Status)	
03 July 2020	(Citadel Status)	
03 July 2020	(Citadel Status)	
04 July 2020	(Citadel Status)	
05 July 2020	AM DRILLS then Field Day/Afternoon Rec / BBQ/Interdenominational Religious Services	
06 July 2020	Training On board General Rudder	
07 July 2020	Training On board General Rudder	
08 July 2020	Training On board General Rudder	
09 July 2020	Training On board General Rudder	
10 July 2020	Training On board General Rudder	
11 July 2020	Training On board General Rudder	
12 July 2020	AM DRILLS then Field Day/Afternoon Rec / BBQ/Interdenominational Religious Services	
13 July 2020	Training On board General Rudder	
14 July 2020	Training On board General Rudder	
15 July 2020		0900 Arrive Galveston
16 July 2020	Stores	
17 July 2020		0900 Depart Galveston
19 July 2020	AM DRILLS then Field Day/ Afternoon Rec / BBQ/Interdenominational Religious Services	
20 July 2020	Training On board General Rudder	
21 July 2020	Training On board General Rudder	
22 July 2020	Training On board General Rudder	
22 July 2020	Training On board General Rudder	
23 July 2020	Training On board General Rudder	
24 July 2020		Arrive Port Isabel or Galveston
25 July 2020	Port Isabel	
26 July 2020	AM DRILLS then Field Day/Afternoon Rec / BBQ/Interdenominational Religious Services	
27 July 2020		Depart Port Isabel or Galveston
28 July 2020	Training On board General Rudder	
29 July 2020	Training On board General Rudder	
29 July 2020	Training On board General Rudder	

30 July 2020	Training On board General Rudder	
31 July 2020	Training On board General Rudder	
01 Aug 2020	Training On board General Rudder	
02 Aug 2020		Arrive Corpus Christi or Galveston
03 Aug 2020	Corpus Christi	
04 Aug 2020	Corpus Christi	
05 Aug 2020		Depart Corpus Christi or Galveston
06 Aug 2020	Training On board General Rudder	
07 Aug 2020	Training On board General Rudder	
08 Aug 2020	Training On board General Rudder	
09 Aug 2020	AM DRILLS then Field Day/ Afternoon Rec / BBQ/Interdenominational Religious Services	
10 Aug 2020	Training On board General Rudder	
11 Aug 2020	Training On board General Rudder	
12 Aug 2020	Training On board General Rudder	
13 Aug 2020	Training On board General Rudder	
14 Aug 2020	Training On board General Rudder	ARRIVE GALVESTON
15 Aug 2020	Training On board General Rudder	
16 Aug 2020	AM DRILLS then Field Day/Afternoon Rec / BBQ/Interdenominational Religious Services	
17 Aug 2020	Training On board General Rudder	
18 Aug 2020	Training On board General Rudder	
19 Aug 2020	Galveston	First Day of Fall Semester
20 Aug 2020	Galveston	
21 Aug 2020	SST 2020 Ends 0700 Last Meal	

NOTE: To maintain our Citadel Status and ensure the safety of all aboard, no personnel will be leaving the ship while in port, except in an emergency. This has become standard practice in the industry to reduce the possibility of bringing COVID-19 aboard a ship and we must do the same. All onboard must understand a single case of the virus is a risk to all and will jeopardize our ability to complete our training mission.

RUDDER 2020 Sea Term Packing List

Documents:

***** ALWAYS BRING EXTRA COLOR COPIES ABOARD THE VESSEL *****

- Passport
- TWIC
- MMC
- Medical Certification Card
- CG-719K (physical must be dated Sept. 1, 2019 or later)
https://www.dco.uscg.mil/Portals/9/NMC/pdfs/forms/CG_719K.pdf
- TAMUG ID
- Medical Insurance Card
- Shot Record
- SASH Certificate -This training can be found on *Howdy* → *e-Campus* → *Texas A&M Maritime Academy (My Organizations)* → *SASH Training (left-hand column)*. Please print certificate in landscape format or send your pdf certificate to tamma@tamug.edu prior to your arrival.

Uniforms:

- Khaki Pants (2 recommended)
- Khaki Shorts (Optional - Flex Uniform)
- A&M Polo Maroon
- Ball Cap
- Rain Gear (**YELLOW** or **ORANGE** is required for safety)
- A&M Sweatshirt
- Sneakers

PPE:

- Coveralls (2 pairs)
NOTE – Cadets should have a clean pair for scullery duty, and a working pair for deck operations
- Safety Glasses (2 pair)
NOTE – A strap to keep them secure is recommended.
- Gloves
- Steel-toe Boots
- Knife (< 4in)
- Flashlights (Red & White)
NOTE – A red lens will be highly useful for night watch and/or night operations onboard.
- Headlamp (Optional)
NOTE – These are very useful to clip onto your ball cap at night on watch. Make sure it has a red-light attachment.
- Water Bottle and Hook

- Notepads (1-2)
- Watch (1)
- Ear Protection
- Maroon Hardhat (1)
 - NOTE** - Write your name clearly on the hat.
- Absorbent Sweatband
 - NOTE** - This can be buttoned to the inside edge of the hardhat for more comfort.
- Extra Batteries
 - NOTE** - Bring batteries for your flashlights, calculator, or anything that could run out during cruise.

Bedding:

- Fitted Sheet(Twin XL) and/or Sleeping bag (1)
- Blanket (1)
- Pillow (1)
- Laundry Bag (1)
- Over-door pocket (1)
- Command Hooks (2 packs)
- Lock (1)
- Hangers (7-8)

NOTE: A common recommendation is to buy a cheap pillow and big blanket/sleeping bag prior to arrival to save space when packing and throw it away after cruise.

Hygiene Products:

- Shampoo/Conditioner
- Body wash
- Toothpaste/Toothbrush
- Mouthwash/Floss
- Face Wash
- Deodorant
- Hairbrush/Comb
- Shower Caddy
- Shower Shoes **NOTE** - Crocs are the best options. Plan on disposing of the shower shoes at the end of cruise.
- Fingernail clippers
- Razors
- Washcloths
- Towels (Shower and Beach)
- Sunscreen

Clothes:

- Sweatpants (1 recommended)
- Hoodie/ Sweatshirt (1 recommended)
- Underwear (8 recommended)
- Closed-toe shoes (1 recommended) **NO FLIPFLOPS OR SANDALS**
 - NOTE** – Not allowed to disembark the vessel in open-toe shoes. Crocs are acceptable.
- Socks (8-10 recommended)

- Shorts (5-6 recommended)
- Shirts (7-8 recommended)
- Sleeping Clothes (2 recommended)
- Gym Clothes
- Sunglasses (1)

First Aid (optional):

- Motion Sickness Medication
NOTE - Meclizine pills will be available outside the sick bay if needed.
Ginger candy also is a good natural aid to bring with you.
- Band Aids
- Ibuprofen/ Advil
- Chapstick
- Vitamins
NOTE - If you take vitamins regularly, pack them. Pack enough for the full 70-day trip.

******* DO NOT FORGET ANY ESSENTIAL MEDICATION & BRING THE REQUIRED AMOUNT *******

****PLEASE REFER TO YOUR ACADEMIC SYLABUS FOR ACADEMIC RESOURCE REQUIREMENTS****

Plan of the Day

The daily at-sea and in-port schedule will be updated and posted around the ship as needed.

Sample of Ship's Daily Activities

Subject to change at the discretion of the master.

At Sea

Time	Activity	Location
0700-0830	Breakfast (4-8 watch eat after watch)	Messdeck
0730	Room Cleaning	
0800	Formation (All off watch persons)	Deck
0800-1145	Maintenance / Class	TBD
1100-1240	Lunch	Messdeck
1300-1645	Maintenance and Class	
1700-1830	Dinner	Messdeck
1830	Relaxed uniform may be worn	On Vessel at Sea
2000	Movie/Entertainment	TBA

Watches run from 0000-2359 while at sea.

C/C and MAA assignments are from 0000-2359. Report for duty at 0645.

In Port

Time	Activity	Location
0700-0830	Breakfast (4-8 watch eat after watch)	Messdeck
0730	Clean Rooms	
0800	Formation (All off watch persons)	Deck
0800-1145	Practical Training	
1130-1230	Lunch	Messdeck
1300-1645	Practical Training	
1700-1830	Dinner	Messdeck

C/C and MAA assignments are from 0000-2400. Report for duty at 0645.

Sea Term Corps Staff

Corps Commander

ALFRED IKELER

Executive Officer

TRISTAN DOPYERA

Master of Arms

RHEMA NANCE

Bridge Watchstander Schedule

Watch	Officer of the Watch
0000-0400	Teare / McAndrew
0400-0800	Quinn / Moses
0800-1200	Vechan / Bowman
1200-1600	Teare / McAndrew
1600-2000	Scott / Moses
2000-2400	Faris / Bowman

***Dinner relief from 1700-1730 by Capt. or Mate TBA**

Practical/Maintenance

*Maintenance will start at 0800 and 1300 as planned by Chief Mate. Mate will delegate jobs as needed in accordance with the syllabus

Daywork

Rotations are run by the Chief Mate. As a rule, no one will be excused from daywork to take a celestial sight. Rather, you are expected to take a sight during a break and work it out some other time. You must report to daywork on a regular basis. Illness, with captain's approval, is the only reason for missing daywork.

The Chief Mate will assign, on a rotating basis, a senior to be the Daywork Supervisor. This activity is designed to develop practical proficiency in managing the vessel's deck student workforce. The Chief Mate will provide specific requirements for this activity.

USTS GENERAL RUDDER Information

History of USTS GENERAL RUDDER

Originally commissioned as the USNS CONTENDER, she was the second of eighteen ocean surveillance ships built for the United States Navy. Her keel was laid on 10 January 1983, and she was commissioned in the naval auxiliary force on 29 July 1984. During her career, CONTENDER served almost exclusively in the Pacific Ocean. She was deployed for three-month tours, during which she motored throughout the Pacific Basin at speeds of 2-3 knots, towing a 200' acoustical array listening for submarines. She carried no armament and was considered a non-combatant.

The T/V KINGS POINTER was transferred to the United States Merchant Marine Academy on 1 October 1992, following a distinguished eight-year career with the Military Sealift Command. January 2012 she was transferred to Texas Maritime Academy and renamed General Rudder after General Earl Rudder for incorporating Texas Maritime Academy into existence.

Principal Characteristics

IMO Number	8835463
Official Number	1277959
Former Names	CONTENDER and KINGSPINTER
Designation	TAGOS 2
Vessel Type	Ocean Surveillance
Builder	Tacoma Boatbuilding Company Tacoma, Washington
Keel Laid	10 JAN 83
Commissioned	29 JUL 84
Radio Call Letters	WTAV
Length Overall	224'-00"
Beam	43'-00"
Design Draft	15'-01"
Height of the Antenna above Design Draft	71'-00"
Bridge Height above Design Draft	32'-04"
Deadweight	2,250 tons
Displacement at Design Draft	2,285 tons
Gross Tonnage	1,914 tons
Net Tonnage	574 tons
Propulsion	Diesel Electric
Cruising Speed	10 knots
Complement	30
Pollution Control	Type II, MSD
Coast Guard Inspected	Public Nautical Schoolship
Classification Society	American Bureau of Shipping Unrestricted Ocean Service Maltese Cross A1 E Ice Strengthened Class "C"

Engineering Particulars

Certificated for Unattended Engine Room Operations

Main Engines (4)	Caterpillar model D398TA, 970 HP
Main Generators (4)	Kato, 600 Kw, 600 VAC, 3 Phase
Main Propulsion Motors (2)	General Electric 800 HP, 750 VDC
Emergency Engine	Caterpillar model D3408TA, 400 HP
Emergency Generator	Kato, 250 Kw, 450 VAC, 3 Phase
Bow Thruster	General Electric 550 HP DC Motor, 4 blades fixed pitch Harbormaster, 48" Tunnel
Diesel Fuel Capacity (98%)	228,615 gallons
Salt Water Ballast (100%)	146,642 gallons
Potable Water Capacity (100%)	5,099 gallons
Potable Water Made Daily	6,000 gallons
Rudders (2)	Spade, Semi-balanced
Rudder Deflection	0° - 45°
Propellers (2)	4 blades, 8' diameter, 8.5' pitch
Shafts (2)	Inboard Turning 50' – 10.5" length, 7.5" diameter
Shaft Break	Hydraulic
Anchor Windlass	Hydraulic
Anchors (2)	3,762 pounds
Anchor Chain	1-3/8" Stud-Link, 7-S & 8-P Shots

Marking System

The marking system used on the T/V GENERAL RUDDER is same system used aboard United States Naval vessels. As you tour the vessel you will see spaces and items marked in a particular manner.

The location marking system is based upon three numbers separated by hyphens, DECK-FRAME-SIDE:

Deck Numbers

The first number of the marking is the deck number. The uppermost continuous deck from stem to stern is the main deck and is marked with a one "1". The decks below the main deck are sequential numbered. The deck immediately below the main (or deck number 1) would be deck number two "2", the third deck down would be three "3", etc.... Decks above the main deck are called levels in that they are not continuous from stem to stern, and are marked by a zero preceding that level. For example, "01" represents the first level above the main deck, "02" the second level, "03" the third level, etc....

For this vessel, the first numbers found for the marking system are:

04	Level Flying Bridge, radar antennas and other electronic antennas
03	Level Bridge
02	Level Forecastle, Weather Deck, officer's staterooms, ship's office, life raft stowage and rescue boat stowage
01	Level Staterooms, emergency generator, Midshipmen Classroom, and boatswain's locker
Main Deck	Staterooms, galley, mess hall, hospital, small classroom, machine shop, after shop and storerooms.
2 Deck	Engineering Spaces and laundry
3 Deck	Engineering Spaces
4 Deck	Fuel, ballast, lube oil, waste oil and void tanks

Frame Numbers

The second number in the marking system is the frame. Frames are usually numbered from bow to stern. Frame numbers on this ship run from 1 to 103. Frames are the transverse "ribs" of the ship and on this ship are spaced 2 feet apart. Frames on some ships may be closer than 2 feet at the bow and stern. Compartments and passageways are referenced by the forward-most frame. An example on this ship is passageway 1-9-0. It is on the first, or main deck and begins at frame number 9.

Side Numbers

The third number of the basic numbering system is the side number. As in numbering of lifeboats and life rafts, side numbers are odd for the starboard side and even for the port side. Thus all fittings, and spaces to the starboard side of the centerline will have the last number being odd such as a "1" and all those to the port side of the centerline will have as their last number being even such as a "2". Those elements marked along the centerline will have a 0 as their last number. For the passageway 1-9-0 example above, the zero indicates that it is on the centerline of the ship.

If two or more compartments or fittings have the same deck and frame numbers, they are numbered consecutively higher odd or higher even numbers from the centerline outward, 1, 3, 5 etc. on the starboard side and 2, 4, 6 etc. on the port side.

In addition to the numbers used for the marking system, there may also be prefixes and suffixes to the numbers. Each of these has a specific meaning. A prefix such as FSD indicate a Fire Screen Door, a WTD would be a Water Tight Door and FS would indicate a Fire Station. The suffix is for the compartment designation. F would be for fuel oil, E for engineering spaces, W for salt water ballast and V for void spaces, etc.... Here is an example: **01-20-1-T** would be on the first level above the main deck, its forward most bulkhead is at frame 20 and it is on the starboard side. The T indicates that it is vertical access trunk.

Here's a full example: The label **FSD 02-23-0** indicates a Fire Screen Door on the 02 level, frame 23, on the centerline.

Annex A. COVID-19 Protocols

1. SST COVID briefing

- 1.1. All personnel embarking are fully briefed verbally and in writing on the details of the upcoming SST, including the infection control procedures, quarantine and operational parameters.
- 1.2. All persons must sign waiver and acknowledgement of quarantine controls.
- 1.3. Any person who breaks the quarantine protocols will be subjected to disciplinary proceedings with sanctions up to and including **removal from SST 2020**.

2. Prior to reporting to campus for medical monitoring and quarantine

- 2.1. Persons traveling via air transport are required to wear facemask at all times while traveling.
- 2.2. All personnel who may provide instruction, assessments, and administrative support in contact with the ship crew and cadets must also abide by the testing and isolation protocol.
- 2.3. All persons entering the quarantine must provide proof of a COVID-19 PCR test (dated no greater than 5 days prior to June 19, 2020) to the TAMUG medical authority prior to coming on campus. Failure to provide will result in a test being administered on arrival and your quarantine being extended.

3. Reporting to campus and campus quarantine

- 3.1. Crew and Cadets will report to campus as designated for PCR COVID-19 testing then begin Quarantine in assigned single rooms in residence halls with meals delivered for at least five days.
- 3.2. Medical clearance and testing will happen in a remote secure location on campus.
- 3.3. Test results take 24-72hrs a positive test will result in further medical review and may result in you not boarding the ship.

4. Quarantine on campus

4.1. PPE and hygiene for all persons on campus

All persons on campus must practice all recommendations of personal protection and hygiene necessary to protect themselves and others from the spread of COVID-19. This includes frequent and thorough hand washing, medical monitoring for infection (medical-monitoring includes twice daily temperature testing), wearing of face coverings while not in your rooms, avoid touching of the face, mouth, nose or eyes.

The campus will strictly enforce social distancing during this time and asks that you remain at least 6 feet away from others not in your immediate isolation unit (room).

Face coverings do not need to be worn in the following circumstances:

- (1) When exercising or engaging in physical activity alone
- (2) When driving alone in your personal vehicle
- (3) When doing so poses a greater mental or physical health, safety or security risk
- (4) When consuming food or drink

4.2. Dining on campus

- (1) Cadet meals will be delivered to their quarantine rooms in TAMMA Hall.
- (2) All personnel working in the cafeteria shall wear masks face coverings properly (<https://app1.unmc.edu/nursing/heroes/mpv.cfm?updateindex=133&src=yt>) to stop reduce the spread of COVID-19. Such masks face coverings should meet CDC recommendations (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>) may be cloth or paper but and must be worn at all times when customers and other employees are present or food handling and preparation is occurring.

- (3) All employees will wash their hands frequently accordingly to safe food handling procedures.
- (4) At the entrance to all facilities, each food service establishment should provide patrons with either sanitizing wipes or hand sanitizer to ensure they have the ability to perform hand hygiene often. They are also to wash their hands prior to eating. Remember, the usage of hand sanitizers augments but does not substitute for proper handwashing with soap and water.
- (5) Self Serving Lines are prohibited.

4.3. Allowed campus activities during quarantine period for cadets

- 4.3.1.No activities outside of the private room will be allowed during quarantine. Plan accordingly.

4.4. Restriction to campus and visitor procedure

4.4.1.Campus Restriction

- 4.4.1.1. All employees and students in quarantine will be restricted to their rooms for the duration of the quarantine period and then restricted to the ship once it is in citadel status.

4.4.2.Visitors during isolation

- 4.4.2.1. No visitors will be allowed on campus to visit isolated employees or students without prior approval and without utilizing the clean room and PPE.

- 4.4.3. It is essential to strictly maintain the quarantine protocol to ensure the safety for all personnel aboard the ship. Individuals who violate the protocol may be removed from campus and denied participation in this Summer Sea Term.

5. Clean Ship Citadel status

5.1. Environmental cleaning of ship

This will be accomplished by an environmental cleaning subcontractor prior.

- 5.1.1.Collect and empty trash cans and dispose of trash can contents.
- 5.1.2.Spray “high touch, high traffic” surfaces with surfactant, allow residence time and wipe the affected areas.
- 5.1.3.If using hypochlorite solution, perform a supplemental wipe down of areas.
- 5.1.4.Apply misting application with ChemSan / MAQUAT or Clorox 360 in affected areas.
- 5.1.5.Containerize all PPE, debris and decontamination solution into drums.
- 5.1.6.Disposal of decontamination of waste.

5.2. USTS COVID-19 citadel protocols

- 5.2.1.The vessel itself is managed as a citadel, free of the virus, and all replacement and departing crewmembers are tested to ensure they remain virus free. This section addresses the shared management responsibilities and the ship’s internal procedures to reduce external infection vectors in order to maintain the integrity of the virus free citadel inside the vessel.

Managing a dynamic external environment to avoid contamination of the crew requires intense coordination by all responsible parties. Responsible parties include, but are not limited to, the university, the ship’s crew, various government and government-sponsored agencies, repairmen, vendors and their delivery systems.

Managing the ship’s internal response to the barrage of people, supplies and parts requires a mechanical approach that effectively put a barrier between the ship’s crew and their spaces, and the external environment.

5.3. Definitions

- 5.3.1.1. **Isolate** is defined as no outside contact, except with medical providers, who will provide testing or other necessary medical needs. This includes personal interaction with other replacement crewmembers.
- 5.3.1.2. **Citadel** is defined for the purposes of this protocol as a place devoid of COVID-19 virus and incorporates all procedures of social distancing, sanitization and testing necessary to maintain a virus free atmosphere for the crew. Additionally, maintaining the integrity of the citadel requires strict protocols for managing all personnel, supplies and parts coming from ashore. It also precludes any shore leave for the embarked crew.
- 5.3.1.3. **Testing** is defined as those procedures necessary to identify the presence or absence of specific agents of disease. These tests include, but are not limited to, COVID-19 and Influenza tests. Tests are administered by Maritime Medical Providers and may require personnel to provide blood or other bodily fluids.

5.4. Vessel Citadel Management

5.4.1.1. Appoint a single point of contact (POC) to clear and/or coordinate all visits to a vessel, including university personnel. The POC Personnel will need a small staff to assist with coordination, paperwork and chaperone/escort activities.

5.4.1.1.1. The POC Personnel should investigate each request to visit the vessel and determine the following in order to avoid visitor contact with a crewmember and/or the crew living spaces:

- Is this visit required by statute or regulation? And, if so, can someone other than ship's crewmember deal with it? Can it be deferred?
- If the visit requires interaction with a crewmember (e.g. the Master or Chief Engineer) can it be done electronically?
- If there must be a personal interaction with a crewmember, does the visit require access to the interior of the vessel? Does it require access to crew living spaces? (e.g. Customs, Agriculture inspectors, USCG, Class Society, fire equipment inspection, etc.)
- If the visit requires access to the interior of the vessel but not necessarily any interaction with a crewmember, who else can be assigned to escort them?
- Notify the visitor they will be medically screened prior to meeting a crewmember and/or entering any crew spaces.

5.4.1.2. Establish a decontamination/sanitization process of any crew living or working spaces entered by a visitor.

5.4.1.3. Establish a "clean room" for receiving officials or any other personnel conducting business with the vessel that do not require access to the interior of the vessel.

- The clean room should be as far from crew living and working spaces as possible. It may be desirable or necessary to establish it on the dock in a tent or trailer.
- The room should be large enough to provide maximum social distancing if the visitor requires any interaction with the crew.
- The room must have a working space such as a long table that can be used to pass paperwork and documents between parties.
- All touchable spaces in the room must be sanitized before and after any meeting.
- Sanitizing sprays, wipes and hand sanitation must be available inside the clean space.
- No drinks, food, extraneous bags or equipment allowed in the clean room.

- Attempt to limit all visits to no more than one crewmember and one visitor for 15 minutes or less.
- Any additional people should wait in a clear area outside the clean room, or outside on deck if onboard, until their presence is needed.
- Establish procedures for the company escort to screen the visitor concerning their state of health and to take their temperature with an infrared thermometer prior to bringing any required crewmember into the clean room.
- Administer a POCT COVID 19 test (if available and agreed to). Additionally, provide hand sanitizer and a mask for the visitor to use before entering the clean room.

5.5. Vessel Senior Officers

- 5.5.1.1. The Master must familiarize themselves to the plans and procedures established by the Company POC and train the crew on the procedures. If any procedure is unworkable because of the vessel's configuration or loading, the POC and Master must agree on an alternate plan that addresses all elements of protecting the crew prior to any visitors
- 5.5.1.2. In those cases where a crewmember is required to meet with a visitor, whether it is in the "clean space" or in crew living and working spaces, the Master must ensure that those crewmembers have proper Personal Protective Equipment (PPE). At a minimum the PPE must consist of an face mask, face shield or goggles, nitrile gloves and, if the visit is a prolonged one or involves close quarters, ideally a disposable gown.
- 5.5.1.3. Additionally, the Master ensures conformity with CDC approved sanitization of both the crewmember and spaces after any meeting.

5.6. Management of Supplies and Provisions

- 5.6.1.1. Appoint a single Point of Contact for all logistic support to vessel(s). This POC Logistics will coordinate with all internal company departments to ensure uniform procedures for moving all supplies aboard a vessel, including but not limited to: food, consumables, parts and spares.
- 5.6.1.2. Coordinate with internal departments and the vessel's senior management to set specific delivery dates and times. Deliveries may need to be staggered in order not to overwhelm the crew.
- 5.6.1.3. Identify specific people to supervise all loading and sanitizing/decontaminating of material going aboard the vessel.
- 5.6.1.4. Identify and procure proper chemicals and protective equipment needed for sanitizing/decontaminating all material, including food containers, to be moved from shore to the vessel and ensure both, the vessel crew and shore side personnel are trained and equipped.
- 5.6.1.5. Precautions must be taken to ensure proper separation of loading personnel and members of the crew. If loading personnel are aboard they are subject to the same screening and protection procedures as visitors.
- 5.6.1.6. Decontamination of material loaded aboard the vessel may be guided by current information printed in the New England Journal of Medicine on March 17, 2020, which studied the persistence of COVID 19 virus on various materials:
- Cardboard.....24 Hours

- Plastic... 72 Hours
- Stainless Steel...48 Hours
-Copper... 4 Hours
- Other materials were not tested. Use maximum persistence as guide.

5.6.1.7. In light of the persistence of the virus, ideally all material, except food, would be decontaminated prior to loading. This might be accomplished by holding it in a warehouse for a prescribed period or decontaminating it on the dock prior to lifting aboard and then only handled by screened, healthy workers using sanitary methods of handling. When this is not possible, the vessel may identify a holding zone onboard where the material may sit for the prescribed persistence period or decontaminated onboard by the crew.

5.6.1.8. *The FDA currently says that there is no evidence that the COVID-19 Virus is transmitted by ingestion of food. The primary threat to the crew is the handling of the containers and other foods that could manually transmit the virus to the catering staff.* Food containers will need separate, specific guidance on sanitization/decontamination. As a general guideline, cardboard containers that cannot be isolated for at least 24 hours or plastic for 48 hours, should be sprayed or wiped with a sanitizer compatible with foodstuffs. (see EPA guidelines on COVID-19)

5.6.1.9. Once containers are sanitized, food, including fresh fruits and produce, should be cleaned and prepared using standard food handling and preparation guidelines

5.6.1.10. Bunkering procedures should follow the same general guidelines used for cargo, however, often bunkering can be accomplished with the crew remaining aboard to handle hoses and connections with the shore side personnel remaining ashore. Communications can be handled by walkie-talkies. Paper work can often be transferred by use of a light line and container. Ensure the paperwork is handled as if it is contaminated for at least 48 hours.

6. Suspected or Confirmed COVID-19 person

The discovery of an infected crewmember is a major crisis that must be dealt with immediately and decisively. Any vessel attempting to enter a port with an infected crewmember will be subjected to some type of quarantine process until a protocol is implemented to eliminate the possibility of spreading the disease.

While there will be some local variations, the quarantine process in the United States follows this general scenario:

- A vessel sends its mandatory report on a crewmember having symptoms of COVID-19.
- The Captain of the Port (COTP) activates an Incident Team comprised of appropriate federal, state, local government agencies, the vessel's operator and other stakeholders as needed.
- The COTP's default positions are to deny entry, have the vessel proceed to the quarantine anchorage or allow pier side but deny all entry/exit except for properly outfitted health care providers.
- The incident Team and vessel operator will coordinate with appropriate agencies to remove any seriously ill personnel to a previously arranged medical facility using established protocols for infectious disease patients.
- Initial quarantine period is typically a minimum of 14 days, provided there are no additional active cases onboard. **Much longer quarantine periods are possible if there is a rapid spread of the virus among the crew and other measures are not implemented.**

6.1. Quarantine for Suspect or Confirmed individuals

6.1.1. Suspected Case

The following three scenarios should be considered as a suspected case [22]:

- *A patient with acute respiratory illness (fever and at least one sign/symptom of respiratory disease e.g. cough, shortness of breath), and with no other set of causes that fully explains the clinical presentation and a history of travel to or residence in a country/ area or territory reporting local transmission of (COVID-19) during the 14 days prior to the onset of the symptoms.*
- *A patient with any acute respiratory illness and having been in contact with a confirmed or suspected COVID-19 case during the 14 days prior to the onset of the symptoms.*
- *A patient with severe acute respiratory infection (fever and at least one sign/symptom of respiratory disease e.g. cough, shortness of breath) and requiring hospitalization and with no other set of causes that fully explain the symptoms.*

In the context of these Guidance Notes, the term “suspected case” also includes confirmed case as defined in 6.1.2 below.

6.1.2. Confirmed Case

A confirmed case is defined as: “A person with laboratory confirmation of COVID-19 infection, irrespective of clinical signs and symptoms.”.

6.1.3. Isolation Protocols and Procedures

In the event of a suspected case on board, isolation protocols and procedures should be put in place immediately to prevent further transmission of COVID-19.

In general, the suspected case should be immediately isolated in a predefined isolation ward, cabin, room or quarters with a separate toilet and bathing facilities. Consideration should be given to the HVAC arrangement onboard the asset to avoid airborne contamination.

The access to the isolation space should be restricted only to the personnel needed to support the suspected case. All persons entering the isolation area should be appropriately trained and wear PPE. Isolation protocols should cover the management of the isolated suspected case.

6.1.4. Close Contact

To avoid delays in implementing health measures, before laboratory results are obtained in case of a suspected case, close contacts should be identified immediately.

In the context of a suspected case on board an asset, a close contact could be considered as an individual without PPE who, for example

- Has stayed in the same cabin with a suspected case
- Has had close contact within one meter with a suspected case
- Has dined at the same table with a suspected case
- Has participated in common activities
- Has worked with a suspected case in the same area
- Has cleaned the cabin where the suspected case was identified
- Has delivered food to the cabin where the suspected case was identified

- Has provided direct care for a suspected case.

All close contacts should be quarantined for 14 days from the last time they were exposed to the suspected case. If no symptoms appear within 14 days of their last exposure, they will no longer be considered as close contacts.

Personnel entering the quarantined spaces should take the same precautions as entering the isolated spaces.

6.2. Healthcare Considerations

Once liaison with the COTP Incident Team is established ensure the following is accomplished:

- Establish, in conjunction with the COTP Incident Team and one or more local medical facilities, a formal, agreed upon process for removal of a seriously ill crewmember.
- Address all elements of moving an ill crewmember recommended by CDC, local first responders and receiving medical facility, including but not limited to:
 - The provisioning and supply of Personal Protective Equipment.
 - Type of transport: ambulance, medical air, etc.
 - Testing protocols and documentation of results prior to evacuation.
 - Any medical records or waivers that will be required.
 - NOK notifications
 - Availability of isolation pods for transport.
 - Medical facility protocols for admitting patients (e.g. who pays, health care directives, paperwork and who can complete, etc.)
 - Identify specific local health care providers who will conduct testing, both onboard and at the isolation facility, and provide them with pre-positioned POCT test kits and PPE.
 - Working with the Company Crisis Team logistics/purchasing representative, identify a suitable company to provide sanitizing services aboard the quarantined vessel. This company must provide a written plan to include process, PPE and timeline. This information must be vetted and approved by the COTP Incident Team.
 - Working through the company Crisis Management Team, provide to the COTP Incident Team for comment, this plan as the plan of action for crew Isolation and testing.
 - Ensure buy-in from all parties as to the plan of action or modify as necessary to ensure acceptance of the plan. **This is crucial to keeping the timeline to approximately 10-14 days.**

7. End of isolation Clearance to Embark

7.1. Medical Clearance to embark

7.1.1. At the completion of required quarantine on campus there will be another round of COVID-19 PCR testing.

7.1.1.1. Positive test – That person will not be allowed to board, all known associates will then be isolated again for 14 days with medical monitoring and additional testing, most likely they will not be allowed to board.

7.1.1.2. Negative test and not associated with any positive – Will be allowed to board

7.2. Isolation once embarked – once medically cleared and embarked no physical outside contact with others will be allowed by anyone. This includes no liberty for the duration of the sea term.

8. Protocols while Embarked

8.1. Should a case be confirmed while embarked the ABS May 2020 protocols for COVID-19 outbreak on ships will be utilized. The following are summarized general procedures. Additional measures can be found in the ABS response guide.

8.2. General procedures for cleaning and sanitizing

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection

- Diluted household bleach solutions or other approved disinfectant surfactants can be used for these applications if appropriate for the surface.
- Clean and disinfect high-touch hard surfaces daily in common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, work stations, restrooms, eating & food prep areas, and meeting areas).
- Linens, Clothing, and Other Items That Go in the Laundry
- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
 - Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
 - Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.
- No special treatment is necessary for window curtains, ceilings, and walls unless there is evidence of visible soil. Soft surface items; curtains, cushion covers, area throw rugs can be placed in bags and sent for outside cleaning.

8.2.1. Sanitization

- Sanitizing supplies should be available for cleaning in common work areas.
- All door handles, navigation equipment, engine control room equipment and other high- touch areas are to be wiped down with disinfectant cleaner on a regular basis.
- Crew are to frequently wash their hands with soap and water for 20 seconds minimum prior to entering the Galley and are responsible for wiping down the table with disinfectant after a meal.
- Each room is to be cleaned thoroughly from top to bottom when a crew member departs, this includes:
 - Bulkheads
 - Furniture and bunks
 - Electronic equipment
 - Sink, shower, and toilet

- Door handles
- If the person departing was in isolation, the cabin should remain isolated until a third-party cleaning service is arranged.

8.2.2.Navigational Watches on the Bridge

- All Navigation equipment is to be wiped down on a frequent basis.
- No one is to use the same pen or pencil, each person should have their own.
- Coffee cups are not to be shared.
- All railing, door handles should be wiped on frequent basis.
- Wheelhouse computer keyboard is to be wiped down on a frequent basis.
- If handheld radios are used, all mics are to be wiped down prior to handover to another.

8.2.3.Engine-room Watches

- Control room is to be wiped down on a frequent basis
- No one is to use the same pen or pencil, everyone should have their own.
- Computer touch screen or keyboard to be wiped down on a frequent basis
- No coffee cups are to be shared.
- Railings should to be wiped down or gloves worn when walking around doing rounds.
- Radios and mics to be wiped down prior to handover.

8.2.4. Galley Protocols

- Chief Cooks and galley personnel will continue to keep the galley clean as required by regulation, with additional procedures that all handles are wiped down every day.
- When handling food and dishes, cooks are to wear protective disposable gloves and hair nets or hats.
- Prior to handling any open fridges, getting coffee, food, dishes or sitting down, hands must be washed.
- At the end of each meal or coffee break, all tables, serving tables, food handling areas and chairs are to be wiped down.
- Fridge handles are to be wiped down regularly.
- Coffee pot handles are to be wiped regularly.
- No food is to be left out i.e. snacks and late lunches.

8.3. Cleaning of areas where COVID-19 is suspect

8.3.1. Areas that have been in contact with a possible or confirmed COVID-19 exposure will be isolated from use. A contracted environmental cleaning company will be brought in to clean and disinfect.

8.3.2. If this area is critical to the operations of the ship then enhanced PPE including goggles and Tyvek suits will be worn and only professional staff will be allowed in the area to clean and disinfect.

Annex B: Reporting Template for a Suspected Case Onboard a Vessel

When completed, please email US Coast Guard Captain of the Port

Date of report:

First Report (Y/N):

Update:

1. Vessel Name:
2. Contact Person Name and Phone Number:
3. Current Location:
4. Last port and date of departure:
5. Next port and ETA:
6. Number of crew with symptoms:
7. Date symptoms began:
8. Date health authority was notified:
9. Name of health authority notified:
10. Recommendations of health authority:
 - a. Is COVID-19 test recommended (Y/N)?
 - b. If self-isolation is recommended, when did it begin? And for how long?
 - c. Has the crew member(s) been isolated to a part of the ship away from areas where shore-side personnel may need to access if boarding?
11. What disinfection protocols is the ship applying, if any?
12. Is the ship scheduled to go to a port in the US (Y/N)?
13. Confirmation that Captain will advise all service providers in advance of interactions (pilots, Seaway, Port Authority or marine facility, etc.)