



Republic of the Philippines
Department of Health
BUREAU OF QUARANTINE
25th and A.C. Delgado Streets
Port Area, Manila



MEMORANDUM CIRCULAR: No. 2022-__18__

**TO: ALL MANNING AND SHIPPING AGENCIES OF CARGO VESSELS
ALL QUARANTINE MEDICAL OFFICERS**

**FROM: FERDINAND S. SALCEDO, MD, MPH, CESO IV
Director IV**

SUBJECT: REVISED INTERIM GUIDELINES ON CREW CHANGE FOR CRUISE AND CARGO VESSELS ARRIVAL FORMALITIES, REPATRIATION, EMBARKATION, DISEMBARKATION OF MEDICAL CASES (MEDEVAC) AND EXTRACTION OF DEATH ON BOARD DURING COVID-19 PANDEMIC

DATE: November 11, 2022

Background and Rationale

The COVID-19 pandemic has brought major setbacks and challenges in the travel sector, especially in the shipping industry. International travel for essential purposes which includes emergency and humanitarian reasons, travel of essential personnel, repatriations, and cargo transport of essential supplies should be prioritized without compromising the health security of the public.

With the government's effort to provide necessary support and ease travel restrictions with continued implementation of proactive measures and protocols to strengthen border control, the Bureau prescribes the following guidelines on crew change for cruise and cargo vessels for joiner/on-signing crew, disembarkation of medical cases and extraction of death on board during the COVID-19 pandemic.

General Guidelines for Boarding Formalities

1. Submit Notice of Arrival (NOA) to email address for specific BOQ station 72 hours prior to arrival. (BOQ Seaport Manila: boq.portservices@gmail.com)
2. Prepare the documents needed for formalities. NO COMPLETE DOCUMENTS, NO BOARDING. (See Annex A)
3. During pre-boarding briefing, the licensed manning agency or ship agent in charge must be present. All vessel activities must be known and closely coordinated by said agent and agency.
4. For safety reasons tugboats are to be used as mode of transportation, for more than 3 NM away from pier/wharf in port of Manila, during nighttime (5PM-



Republic of the Philippines
Department of Health
BUREAU OF QUARANTINE
25th and A.C. Delgado Streets
Port Area, Manila



- 6AM) or rough seas and inclement weather. (Applies to Manila and other seaports but is subject to change upon discretion of BOQ station)
5. Upon embarkation/disembarkation gangway will be used at all times with safety net and vessel set at leese.
 6. Medical evacuation, foreign repatriates with confirmed flights, open berth, death on board, discharging and bunkering purposes will be prioritized provided prior coordination have been arranged
 7. The Quarantine Medical Officer (QMO) who issued the Pratique will be in charge of the vessel. All transactions including issuance of outgoing clearance must be coordinated with the QMO in charge.
 8. Free Pratique is issued to a cleared vessel. Otherwise, Provisional Pratique is given.
 9. For vessels with Provisional Pratique and other discrepancies, outgoing clearance will be on hold.
 10. Outgoing clearance will only be valid for 48 hours.
 11. Yellow flag or quarantine light must always be visible until Pratique is granted

ONSIGNING

Documentary Requirements

1. For vessels with Filipino offsigners: Crew Change Certificate/ Pre-Arrival Evaluation Certificate to be applied one week before arrival at bit.ly/repateval2022
2. For vessels with Foreign offsigners and/ or vessels with only onsigners: Attachment to NOA with the following information:
 - a. Name of crew
 - b. Nationality
 - c. Reverse Transcription - Polymerase Chain Reaction (RT-PCR) or Rapid Antigen (RAT) testing laboratory (if warranted)
 - d. BOQ approved Quarantine Facility (if warranted)
 - e. Country of destination/origin
 - f. Flight details
3. Negative RT-PCR test taken within forty-eight hours (48hrs) OR Negative RAT taken within twenty four hours (24) prior to embarkation.
4. Properly filled out Health Declaration Form for COVID-19 done at One Stop Shop (OSS)
5. Sign On Outbound Crew Compliance Certificate for Vessels issued by the QMO-on-duty after evaluation at OSS before embarkation.



Republic of the Philippines
Department of Health
BUREAU OF QUARANTINE
25th and A.C. Delgado Streets
Port Area, Manila



6. Proof of vaccination (optional for Foreign Nationals)
 - a) must be fully vaccinated following IATF Guidelines
 - b) Preferably International Certificate of Vaccination (ICV) or
 - c) Any verifiable proof of vaccination

Specific Guidelines on Embarkation

1. All seafarers and other personnel involved in crew change shall follow minimum public health standards which include proper wearing of face mask, physical distancing, hand hygiene, and observance of cough etiquette.
2. All operator/driver/crew of transport conveyances must be fully vaccinated and shall follow minimum public health standards at all times when providing assistance to on-signing crew.
3. Transport conveyances should be disinfected prior and after transport of crew. The tug boat must have a valid Ship Sanitation Certificate.
4. Ship service providers, such as boarding agents, repairmen, surveyors, stevedores and other essential guests who are not crew must be fully vaccinated and must present a negative 48 hour RT-PCR or a negative 24 hour RAT. They will be limited to stay on board for 8 hours only. Extensions on board must be approved by BOQ. They must strictly follow onsigners & off signer guidelines if they would exceed the 8-hour allotted time period.

OFFSIGNERS

Documentary Requirements

1. E- Arrival QR/ bar Code which can be generated after complete registration at www.onehealthpass.com.ph.
2. For vessels with Filipino offsigners: Crew Change Certificate/ Pre-Arrival Evaluation Certificate to be applied one week before arrival at bit.ly/repateval2022
3. For vessels with Foreign offsigners and/ or vessels with only onsigners: Attachment to NOA with the following information:
 - a) Name of crew
 - b) Nationality
 - c) RT-PCR) or RAT testing laboratory (if warranted)



Republic of the Philippines
Department of Health
BUREAU OF QUARANTINE
25th and A.C. Delgado Streets
Port Area, Manila



- d) BOQ approved Quarantine Facility (if warranted)
- e) Country of destination/origin
- f) Flight details

Guidelines on Disembarkation

1. For a systematic crew change process and for safety reasons, cut-off arrival is strictly at 3pm.
2. All repatriates must be profiled on board.
3. Filipino and Foreign repatriates are profiled on the day of their disembarkation. Profiling is valid for 24 hours only.
4. Foreign repatriates with scheduled flights not later than 12 noon the next day can be profiled one day ahead.
5. For crew who requires testing (eg unvaccinated, partial etc):

RT-PCR Requirements

- Crew must be billeted and tested at a quarantine facility where in they would be quarantined until the results come out.

RAT Requirements

- If crew will be tested at port area, a designated swabbing area must be provided following IPC and observed by BOQ personnel
- If crew will be tested in a quarantine facility, he must be billeted upon disembarkation and be tested within 24 hours
- If crew will be tested on a laboratory, a BOQ personnel must escort the said crew for supervision and observation.

6. Conduct of RT-PCR/ RAT testing inside cargo vessels is NOT allowed. Testing shall be done in accordance with IATF guidelines.

Other Supplemental Guidelines for Crew Change and Profiling

1. Crew changes and profiling should be done at anchorage.
2. Provisional pratique will be issued to cruise ships, infected vessels, and specialized vessel (offshore/reclamation vessels).
3. Visitors on board are NOT permitted.
4. Shore leave is NOT allowed.
5. Green lane protocol is temporarily suspended



Republic of the Philippines
Department of Health
BUREAU OF QUARANTINE
25th and A.C. Delgado Streets
Port Area, Manila



Disembarkation of Medical Cases

1. Licensed Manning Agency (LMA)/Local Port Agent (LPA) should strictly coordinate with BOQ through a formal letter addressed to the Director with complete attachment of pertinent documents (see Annex A)
2. For medical evacuation case (for emergency purpose), the crew will undergo RT-PCR / RAT testing at the coordinated hospital.
3. Medical disembarkation (for non-emergency cases) will follow quarantine protocols as per IATF guidelines.
4. For vessels outside Port Limit
 - a. A medical report of master must be attached to the NOA.
 - b. Conveyance provided can either be an air ambulance, tugboat, or coast guard vessel.
 - c. Conduction must be done with the supervision of a medical doctor.
 - d. For air ambulance, a certificate of worthiness must be presented, and crew of vessel must have a stand-by fire fighter equipment at the helipad upon approach to the vessel.
 - e. Standard air ambulance should only be used for non-infectious cases

Disembarkation of COVID Positive or Patients with infectious signs and symptoms

LMA/ LPA /Master/Ship Surgeon should strictly coordinate with BOQ.

For Cargo Vessels

1. Notice of Arrival (NOA) and letter of request with plan of action (ambulance conduction, destination hospital and conveyance vessel for extraction) by LMA/LPA for the said crew and vessel should be submitted to boq.portservices@gmail.com. Submit hard copy to the director's office for proper planning, coordination, and approval.
2. Pre-arrival conference will be done 48 hours prior to arrival.
3. Boarding formalities shall be done prior to extraction. Quarantine Medical Officer will board the vessel reiterating strict infection prevention and control (IPC) measures and plans for the vessel and crew.
4. After formalities, index patient will be extracted and endorsed properly to a designated Temporary Treatment and Monitoring Facility (TTMF) or hospital by the conduction personnel from the Bureau.
5. Ambulance must be provided by the LMA/ LPA.
6. LMA/ LPA should coordinate with the hospital regarding the admission of patient, especially if with co-morbidities and/or with signs and symptoms.
7. BOQ should be informed of ALL movements of the vessel.
8. Type A personal protective equipment (PPE) must be worn by ALL personnel, authorities, agents, and other authorized persons who will board the ship.



Republic of the Philippines
Department of Health
BUREAU OF QUARANTINE
25th and A.C. Delgado Streets
Port Area, Manila



9. Disinfection of the vessel through use of chemicals and UV method should be done by a third-party provider under the presence of a BOQ personnel prior to embarkation of on-signers in accordance with IMO guidelines.
10. All remaining crew members are considered exposed and must also disembark for quarantine process.

For Fully Vaccinated Covid Positive Crew

- a) Covid positive crew will be isolated for 7 days at TTMF/ Hospital and will be released from isolation if with no signs and symptoms
- b) Exposed crew regardless of vaccination status will have to be tested (RT PCR or RAT) on shore following testing protocols
- c) RT PCR or Antigen testing will only be done if the crew will re embark the vessel.

For Partially or Non-Vaccinated Covid Positive Crew

- a) Covid positive crew will be isolated for 10 days in TTMF/ Hospital and will be released from isolation if with no signs and symptoms
- b) Exposed crew regardless of vaccination status will have to be tested (RT PCR or RAT) on shore following testing protocols
- c) RT PCR or Antigen testing will only be done if the crew will re embark the vessel.

For Crew with Infectious signs And Symptoms

1. Index case must be tested for Covid-19 upon disembarkation
2. If index case tested positive for COVID 19, all exposed crew must follow the protocol of Covid 19 exposed crew. If index case tested negative for Covid 19, no testing will be done to the exposed crew

***all re-embarking and embarking crew will have to follow Specific Guidelines on Embarkation

For Cruise Ships

1. Cruise ships can only be considered to be a quarantine facility after it has been evaluated by BOQ and the said vessel will have BOQ personnel on board during quarantine, testing and isolation.
2. Extraction of the crew must be done as soon as possible, following strict IPC measures.
3. Crew movement is only allowed at least four (4) hours after extraction of positive crew and disinfection of affected areas.
4. Foreign repatriation can resume if there is no breach in IPC protocols.



Republic of the Philippines
Department of Health
BUREAU OF QUARANTINE
25th and A.C. Delgado Streets
Port Area, Manila



Extraction of Death on Board (DOB)

1. The License Manning Agency/Local Port Agent should coordinate with the crew's embassy and preferred funeral service provider for extraction.
2. Boarding formalities should be done first.
3. Type A PPE should be used, and IPC protocols must be observed.
4. An accomplished death on board form and report of master/ship surgeon must be collated by the QMO.
5. Double cadaver bag must be used and must be hermetically sealed. The cadaver must be placed at the aft side of the involved vessel (freezer).
6. If cause of death is unknown, postmortem RT-PCR testing within 24 hours of disembarkation not exceeding 30 days from time/date of death.
7. If test turns out positive, all crew must be tested and vessel will be placed under quarantine until process for infectious vessel is done.
8. If test turns out negative, no testing, quarantine and disinfection will be warranted.

For Strict Compliance.