



## Practices of port operators with regard to coronavirus 2, 15 April 2020

**This compilation includes the practices drawn up on 1 April and their updates as well as a new section of practices concerning ground traffic in ports.** The package has been jointly prepared by Shipbrokers Finland, the Finnish Port Operators Association and the Finnish Port Association in order to provide companies operating in ports with a consistent picture of a safe way of working. The information has been put together from good practices followed by member companies and from guidance given by authorities.

The compilation is not binding but instead, each company operating in a port will organise its work and arrange its premises from its own starting points. The section 'Maritime traffic practices' describes the procedures that are valid in shipping; they are based on legislation and guidelines issued by authorities. This section has been updated on the basis of instructions given by the Finnish Border Guard on 15 April.

### Good practices for all employees working in ports

- Avoid close contact with others in all interactions.
- Preferably use electronic documents.
- Contact other employees working in port by e-mail, telephone, walkie talkie or other electronic device.
- Wash your hands thoroughly with soap and water and/or use hand sanitiser whenever you are on a break.
- Cough and blow your nose correctly, avoid touching your face.
- In case you feel ill or have symptoms, follow the instructions given by your employer without delay.
- Wear gloves whenever possible.
- Make sure that as few employees as possible gather in an office or a vehicle at a time.
- Maintain social distance with other employees working in the port area in case close contact is required; 1–2 meters is recommended.
- Avoid touching objects that are jointly used (papers, pens, handles, light switches, tools and equipment).
- Keep your identity card or a certificate issued by your employer with you.

### Good practices for employers

- Make sure that all employees are aware of the instructions to be followed in case of illness.
- See to it that all jointly used objects, workstations and shared facilities are washed or disinfected:
- Give your employees instructions on separate staff facilities for different groups – certain toilets designated for certain people.
- Arrange more frequent cleaning of common premises.
- Keep employees working in different shifts and teams separate from each other:
- Plan shifts so that employees alternate between working on site and remotely.
- Distribute work assignments by using, for example, Whatsapp.
- Organise shift changes so that employees of different shifts do not encounter each other.
- Instruct employees to come to their work site directly from home without visiting shared facilities.
- Instruct different groups to take their breaks at different times.
- Make sure that critical employees work in different shifts or in different workstations.

### Use of common areas in ports

- Limit the number of persons allowed to enter customer service premises at a time.



- Mark the distance recommendations (1–2 meters) on the floor with adhesive tape.
- If possible, install protective plexiglass in front of customer service desks.
- Remove any facilities or furniture that encourage people to spend time or gather together in public premises; these include drinks dispensers, benches and tables etc.
- Find out if any benefits can be gained with air conditioning solutions.

## Maritime traffic practices

### Coronavirus infection is suspected aboard a ship coming to port

- Suspicion concerning a coronavirus infection is communicated by filing a Maritime Declaration of Health through Portnet.
- Through Portnet, the declaration is forwarded to the agent, port, Finnpilot's Pilot Dispatch Centre and the Finnish Institute for Health and Welfare.
- The agent will also notify Finnpilot about the suspected coronavirus infection when ordering a pilot.
- An on-call employee at the Finnish Institute for Health and Welfare will call the physician in charge to the port to perform the required measures and make the necessary decisions.

### Coronavirus infection is diagnosed aboard a ship coming to port

- The regional physician in charge will decide on the transport, placement and potential quarantine of the affected person.
- The State will cover the costs in case the affected person does not have an address in Finland.
- The concept of group quarantine is not included in the Finnish legislation, which means that the ship cannot be placed under quarantine.
- The ship can be unloaded and loaded, taking into account the necessary safety precautions.
- The ship can continue its journey.

### Change of crew (updated on 15 April)

- A change of crew is considered necessary traffic and is allowed.
- During transfer, crowds and close contact shall be avoided (e.g. transfer from/to airport with as few interruptions as possible, avoiding use of public transport, if possible).
- Visa obligations apply for nationalities from which a visa is required.

### Instructions regarding going ashore (updated on 15 April)

- The crew is only allowed to go ashore for absolutely necessary reasons (e.g. visiting a doctor or a pharmacy).
- Working and moving in the port area is allowed as instructed by the port operator.
- Leaving the port area (border crossing point) requires the absolutely necessary reason mentioned above.

### Passengers

- Finnish citizens and persons living in Finland on a permanent basis, who are returning to Finland from abroad, are obligated to avoid going outside their homes. They shall, as far as possible, stay away from others, in other words they shall stay in conditions similar to quarantine for 14 days.
- The city is responsible for instructing the passengers arriving on the ships.



## Ground traffic practices (added on 15 April)

- The border authorities are responsible for the internal border control of the Schengen area.
- Freight traffic will continue without restrictions.
- Drivers are a part of the freight traffic, i.e. they are allowed to work according to their assignments but are required to avoid social interaction and close contacts.
- The shipping companies that transport lorries and their drivers to Finland shall make sure that instructions drawn up by the Finnish Institute for Health and Welfare for commercial traffic drivers ('Disease control and heavy traffic') are available aboard the ships.
- Preferably use electronic freight documents.
- Maintain social distance whenever face-to-face interaction is required.
- Remember to use hand sanitiser / wash your hands when handling paper documents.
- Make sure the staff facilities of drivers are cleaned thoroughly.
- Keep the instructions for commercial traffic drivers ('Disease control and heavy traffic') available in suitable places in the port.

### Lorry drivers arriving from abroad

- In case a driver reports to be ill aboard a ship, they will be included in the Maritime Declaration of Health filed by the ship.
- The affected person will be referred to medical treatment according to the instructions determined by the doctor responsible for contagious diseases in each seaport.
- The port will allocate a temporary parking place for the lorry, where it will stay to wait for another driver to replace the affected driver.
- The driver will contact the transport manager / forwarding agent with regard to the interrupted transport.
- The freighter / transport company will see to the disinfection and further transport of the lorry.
- Instructions for commercial drivers issued by the Finnish Institute for Health and Welfare ('Disease control and heavy traffic') will provide guidance for drivers when they move outside the port area.

### Further information

#### Instructions of the Finnish Institute for Health and Welfare

General instructions

<https://thl.fi/fi/web/infektioaudit-ja-rokotukset/ajankohtaista/ajankohtaista-koronaviruksesta-covid-19>

Instructions for commercial drivers: [https://aineistopankki.thl.fi/l/DL6N\\_tD-xDrg](https://aineistopankki.thl.fi/l/DL6N_tD-xDrg)

(In Finnish, Swedish, English, Estonian, Russian, Polish, Turkish)

Finnish Customs will print the instructions for distribution.

#### Instructions of the Finnish Institute of Occupational Health

Cargo ships <https://hyvatyo.ttl.fi/koronavirus/ohje-rahtilaivat>

Ports <https://hyvatyo.ttl.fi/koronavirus/ohje-satamat>

#### Instructions of the Finnish Border Guard for border traffic

[https://www.raja.fi/ajankohtaista/ohjeet\\_rajanylitykseen](https://www.raja.fi/ajankohtaista/ohjeet_rajanylitykseen)