

# Memo

My ref  
Your ref

<b>From</b>	Capt AK Ullah	<b>Date</b>	19/03/2020
<b>Title</b>	Harbour Master	<b>Ext</b>	0191 553 2146
<b>Service</b>	Port of Sunderland		
<b>Subject</b>	<b>Coronavirus (COVID-19) - Pilot Embarkation Special Procedures</b>		

<b>To</b>	All ship's agents, Pilots/Deputy Harbour Masters, Marine Services Manager, Sunderland LPS, Port Director.
<b>Cc</b>	Port Health Authority

This procedure supplements that issued on 06/03/2020 regarding submissions of Maritime Declarations of Health, **which are now required for all ships arriving at the Port of Sunderland from UK Ports and offshore operations, as well as non-UK Ports.** It has been expanded to include **Pilot Embarkation Special Procedures** embracing on board sanitary control measures in respect of pilot boarding arrangements.

- a) All vessels (**whether from a UK Port, non-UK Port or offshore operation**) must have submitted the required Maritime Declaration of Health to the local Port Health Authority and Port of Sunderland between two and 24-hours prior to arrival at the pilot boarding station.
- b) The embarking pilot will provide a Pilot's Medical Declaration to the ship agent prior to embarkation.
- c) Where possible, one hour before the pilot embarkation time, non-essential crew should remain clear of the designated route from the pilot embarkation point (either pilot ladder, accommodation ladder etc.) to the wheelhouse, especially where the route is within enclosed spaces.
- d) Immediately prior to pilot embarkation, all surfaces and equipment in the wheelhouse, or on the bridge wings, that the pilot may touch must be cleaned with a suitable cleaning solution.
- e) The wheelhouse, where possible, should remain well ventilated via the opening of external doors or windows.
- f) All crew at the embarkation point must wear a protective mask and sanitary gloves.
- g) The crew member assigned to escort the pilot from the embarkation point to the wheelhouse must wear a protective mask and sanitary gloves. He must always be able to assist the pilot in transferring to/from deck to/from pilot ladder for essential safety reasons. This may require physical contact.

- h) Where possible, the route from the embarkation point to the wheelhouse should be via the open deck, as opposed to within enclosed spaces.
- i) The wheelhouse should be cleared of all crew not essential to the navigation of the vessel, and all crew members present must wear a protective mask and sanitary gloves.
- j) Unless necessary for the safety of the pilot (i.e. during the embarkation process), crew or vessel, the pilot and crew should remain at least 2-metres apart.
- k) Similar precautions must be taken during disembarkation of the pilot either ashore or to the pilot launch.
- l) Departing vessels must also confirm to Sunderland LPS in advance of pilot boarding that all personnel on board are healthy.
- m) All vessels must provide confirmation of understanding and compliance with this procedure to the pilot prior to his boarding.