

STRENGTHENING CORE CAPACITIES AT PORTS

TOOL FOR CONTINGENCY PLAN DEVELOPMENT AND ASSESSMENT FOR PORTS

Milestone 7.9 – Deliverable 7.2

Annex 4: Template - Adapted COVID-19-specific public health port emergency contingency plan

Version 1

19 February 2021

This annex provides a recommended structure and instructions for adapting a generic public health port emergency contingency plan (Annex 1) to a specific public health emergency contingency plan for COVID-19, in accordance with the World Health Organization “A guide for public health emergency contingency planning at designated points of entry” 2012 available from: [https://www.who.int/publications/i/item/international-health-regulations-\(-2005\)-a-guide-for-public-health-emergency-contingency-planning-at-designated-points-of-entry](https://www.who.int/publications/i/item/international-health-regulations-(-2005)-a-guide-for-public-health-emergency-contingency-planning-at-designated-points-of-entry) (1).

This annex should be read in conjunction with:

a) EU HEALTHY GATEWAYS Interim advice for restarting cruise ship operations after lifting restrictive measures in response to the COVID-19 pandemic (Version 1 - 30 June 2020)(2)

https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_RESTARTING_CRUISES.pdf?ver=2020-07-08-131911-653;

b) EMSA-ECDC COVID-19: EU Guidance for Cruise Ship Operations. Guidance on the gradual and safe resumption of operations of cruise ships in the European Union in relation to the COVID-19 pandemic (Date: 27 July 2020)(3) <https://www.ecdc.europa.eu/en/publications-data/COVID-19-cruise-ship-guidance> and

c) WHO Operational considerations for managing COVID-19 cases/ outbreak on board ships (Interim guidance) 25 March 2020(4). <https://www.who.int/publications/i/item/operational-considerations-for-managing-covid-19-cases-outbreak-on-board-ships>

The EU HEALTHY GATEWAYS Joint Action has received funding from the European Union, in the framework of the Third Health Programme (2014-2020). The content of this document represents the views of the author only and is his/her sole responsibility; it cannot be considered to reflect the views of the European Commission and/or the Consumers, Health, Agriculture and Food Executive Agency (CHAFEA) or any other body of the European Union. The European Commission and the Agency do not accept any responsibility for use that may be made of the information it contains.

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Abbreviations

CPHA	Competent Public Health Authority
CRPM	Cruise Restart Process Map
ECDC	European Centre for Disease Prevention and Control
EOC	Emergency Operations Centre
EU	European Union
EWRS	Early Warning and Response System
ICU	Intensive Care Unit
IHR	International Health Regulations
IMGS	International Medical Guide for Ships
IMO	International Maritime Organization
MDH	Maritime Declaration of Health
MS	Member State
PHECP	Public Health Emergency Contingency Plan
NFP	National Focal Point
POE	Point Of Entry
PPE	Personal Protective Equipment
SOP	Standard Operating Procedure
WHO	World Health Organization

Front page

Name of the sponsoring agency by name (who owns the COVID-19-PHECP): _____

Sponsoring agency logo: _____

Name of the port for which the COVID-19-PHECP has been prepared: _____

Date of COVID-19-PHECP publication: _____

Foreword

Foreword highlighting for example the importance of the COVID-19-PHECP, a summary description of key points, acknowledgments of key contributors, etc.: _____

Notes

A foreword to the COVID-19-PHECP can be included and provided by the highest ranking official responsible for public health in the region or in the country (e.g. Minister of Health).

It is also suggested to have the foreword countersigned by a senior official from the port.

Review history

List with the numbers of versions and the dates each version is published: _____

Notes

After each exercise or emergency event, a formal review and update of the COVID-19-PHECP should be conducted accordingly with the key lessons learnt.

A designated person should always be assigned to maintain the current version of the COVID-19-PHECP.

When a new version is created, all parties should receive the new copy and the old version is archived.

Agencies or service providers using different versions of the COVID-19-PHECP could potentially cause the failure of a response.

1. SECTION 1: Introduction

Introduction: _____

Notes

This section can present the mandate of the COVID-19-PHECP, the authorizing agency/agencies, and the policies, laws and regulations at international, national and local level that were used to develop the COVID-19-PHECP (1).

1.1. Reading the COVID-19-PHECP

Instructions for reading and using the COVID-19-PHECP: _____

Notes

Instructions on how to use the COVID-19-PHECP could be presented in this section, based on the way the COVID-19-PHECP is structured and formatted for the specific port.

1.2. Purpose of the COVID-19-PHECP

Purpose: _____

Specific objectives: _____

Target audience: _____

Specific events that are relevant to the COVID-19-PHECP: _____

Notes

Examples for the content of this paragraph:

The purpose of the COVID-19-PHECP can be to protect the health of the travelling public, staff at the port, ship crews and the receiving population in the country, by properly responding to a potential COVID-19 event.

The objectives of the COVID-19-PHECP can be: a) to describe the agreement of the stakeholders on their roles and responsibilities, as well as the procedures to be implemented when responding to a COVID-19 public health event and b) to inform agency stakeholders and response personnel about actions to take and information to use to achieve a successful response.

The target audience can be any person with responsibility to respond to a public health event of COVID-19 at the port (working at central, regional or local level).

1.3. Entry into force

Date of entry into force of the COVID-19-PHECP: _____

1.4. Legal framework and competencies

Legal framework relevant to the COVID-19-PHECP at the local level (e.g. port, municipality):

—

Legal framework relevant to the COVID-19-PHECP at the regional level (e.g. region, prefecture, federal administration etc.): _____

—

Legal framework at the national central level: _____

Legal framework at the international level: _____

Competent authorities that are responsible/share a responsibility for the COVID-19-PHECP development and/or implementation, and relevant documents from which this responsibility derives: __

Notes

This section includes a description of the legislation at international, European and national level (local and central). Moreover, it describes any other document relevant to the port operation and sub-national rules and regulations that the port has to comply with. The name of the competent authorities that are responsible for the COVID-19-PHECP of the port should be listed in this section, and reference to the relevant documents from which this responsibility derives should be included.

Examples of legislation documents are:

- *IHR (2005)*
- *EU Decision 1082/2013 on serious cross-border threats to health*
- *European Commission Recommendations (a list of all recommendations can be found at: <https://www.healthygateways.eu/Novel-coronavirus>)*
- *National legislation on implementing EU Decision 1082/2013 and IHR (2005)*
- *COUNCIL DIRECTIVE 2008/114/EC of 8 December 2008 on the identification and designation of European critical infrastructures and the assessment of the need to improve their protection*

National/local legislation related to COVID-19

- *National/local maritime legislation*
- *National/local crisis legislation*

1.5. Characterization degree of security

Degree of security:

Notes

Suggested elements of the COVID-19-PHECP to be kept public:

- *Executive summary and headings*
- *International, national and local legal frameworks and agreements*
- *IHR (2005)*

A list of links to documents that may be of public interest

- *Regional and national pandemic plans*
- *Information on COVID-19*
- *Other relevant contingency plans*
- *Guidelines from WHO, ECDC, Healthy GateWays and others*
- *Responsibility of each involved stakeholder*
- *Official links to stakeholders*

Suggested elements of the COVID-19-PHECP to be kept confidential:

- *Operational contact lists of stakeholders*
- *Map of port*
- *Operational activities such as Standard Operating Procedures (SOPs), emergency service access ways, dedicated facilities, etc.*

1.6. Relationship with other plans

Competent authority	Title of plan	Contact details of liaison person
Local level		
Regional level		
Central level		

Notes

This section includes information about other plans that this COVID-19-PHECP is linked with.

This COVID-19-PHECP should be integrated into the existing contingency plans of the port and be based on the existing generic public health emergency contingency plan for designated ports. All relevant plans at local or national level that relate to this plan should be identified and presented in a table. The interoperability of these plans should be ensured.

In order to ensure a permanent link between this COVID-19-PHECP and the rest of the plans, any revision of the plan should be shared with the relevant competent authorities responsible for the linked plans.

Examples of plans are:

- *national health and emergency management legislation and policies;*
- *national and local plans for public health emergency response;*
- *civil defence or civil protection legislation and policies;*
- *linked documents from regulatory agencies such as Customs, Biosecurity, Police and Military;*
- *maritime port and industry regulations and plans;*
- *specific port policies, operational plans and emergency plans;*
- *operator security plans in the framework of the Directive 2008/114/EC*
- *port site plans, safety equipment register and map of locations;*
- *specific service provider operational capability documents and contracts;*
- *additional guidance documents on public health, communicable diseases and international travel, ship and ports prepared by WHO, IMO;*
- *previous public health or emergency management plans for the port;*
- *existing “after action” or “post incident” reports or reviews from previous port public health responses;*
- *policies and contingency plans of other points of entry (i.e. nearby airports and ground crossing stations);*
- *cruise ship plans and port agreements for COVID-19 event management.*

This section should reference the agreements between the port and the cruise ships in regard to plans’ interoperability, capacity of cruise ships and the thresholds for starting/stopping cruise ship calls based on epidemiological information.

1.7. Other information

Any other information relating to the document of the COVID-19-PHECP which is not related to the operational response should be included in the paragraph.

In this paragraph, the maximum port public health capacities could be described in regard to COVID-19 event response (capacity for how many confirmed COVID-19 cases can be isolated including both symptomatic and asymptomatic, how many hospitalizations and how many ICU treatments).

Responsibilities and arrangements for health measures can be described in Section 2.

2. SECTION 2: Operational response

The second part of the COVID-19-PHECP should describe the actual operational response. It should describe the structure of the command and control structures, along with the responsibilities of each part involved. Additionally, it should describe the initial actions and protocols as well as the activation and deactivation procedures (1).

A list of authorities that may play a role in the response is provided below:

- *Competent public health authority (CPHA)*
- *Travel medicine service providers including vaccination services*
- *Civil protection*
- *Port risk- and crisis manager, or equivalent*
- *Police authority and security company(ies)*
- *Border control*
- *Customs*
- *Port Authorities*
- *Prefecture and/or municipality representative*
- *Port pilots*
- *Ship operators and/or their agents*
- *Private operators at ports*
- *Port Master, port administration, port officers*
- *Port state control*

- *Border guards*
- *Immigration services*
- *Laboratories (microbiological)*
- *Rescue services*
- *Service providers for waste disposal*
- *Public health surveillance units*
- *Nearby airports and ground crossing stations*
- *Primary health care bodies*
- *Hospitals*
- *Fire departments*
- *First aid stations and ambulatory services*
- *Environmental health authority*
- *Occupational health authority*
- *Local authority for death registries*
- *External subject matter experts depending on the needs*

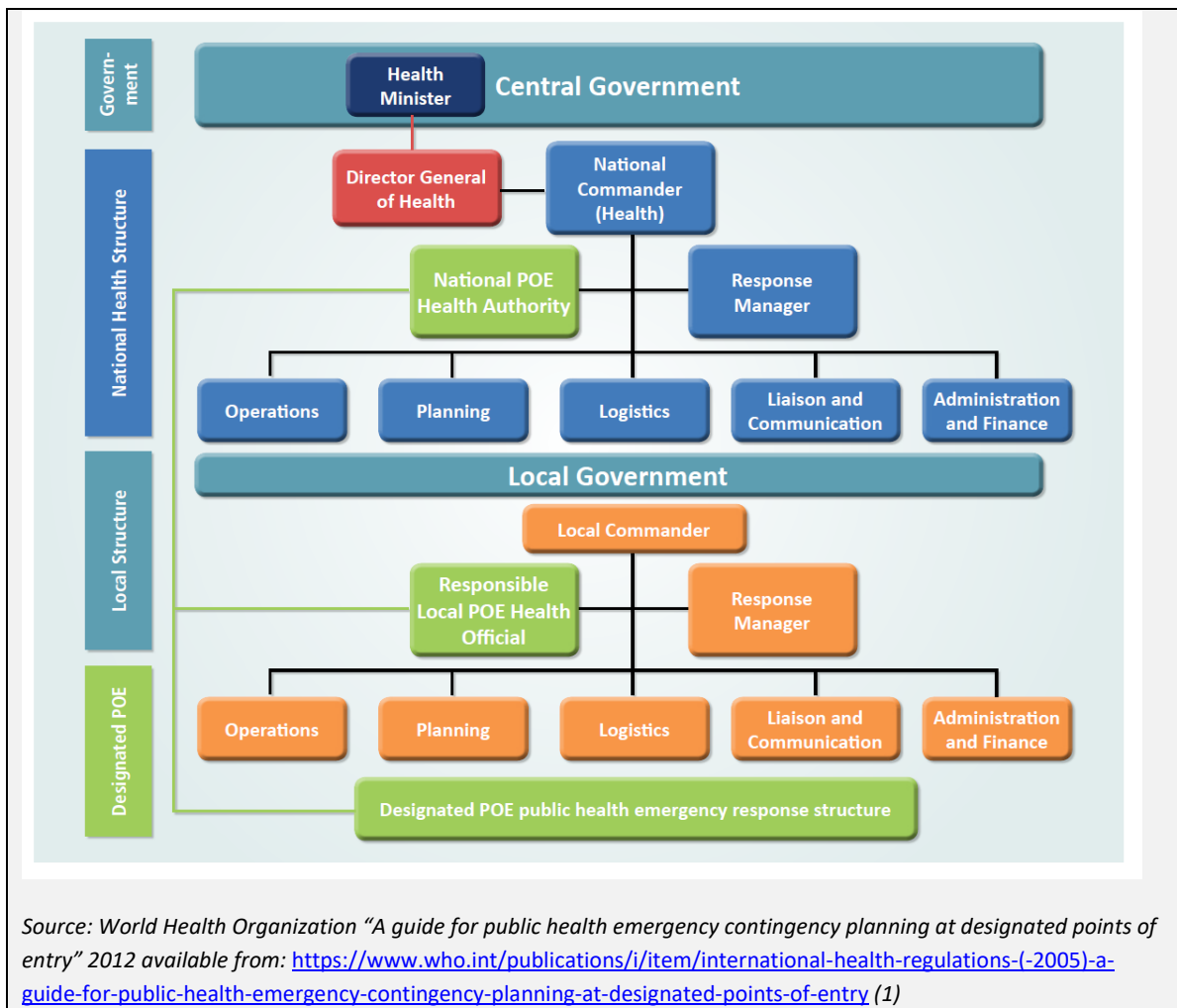
2.1. Command and control structures

A detailed organization chart should be constructed, presenting all the authorities involved at both local and central level. The relationships between all the involved parties should be clear.

2.1.1. Central command and control structure

An organizational chart of the country's central command and control structure can be included here (e.g. showing where the port is positioned related to other local and central structures/functions).

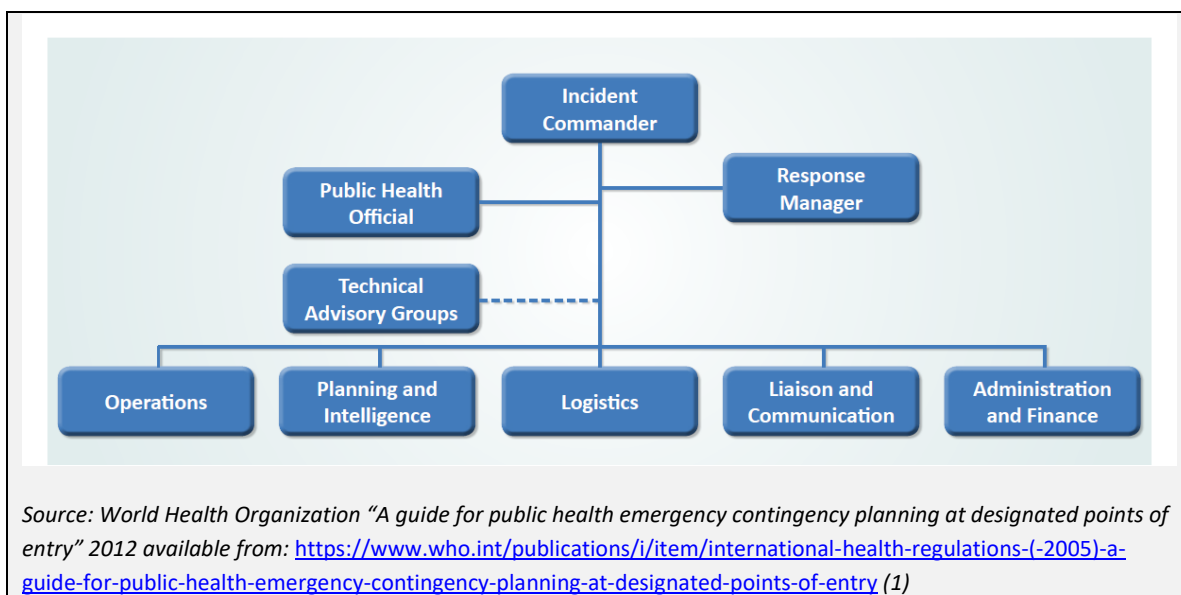
Example extracted from the World Health Organization "A guide for public health emergency contingency planning at designated points of entry" 2012 available from: [https://www.who.int/publications/i/item/international-health-regulations-\(-2005\)-a-guide-for-public-health-emergency-contingency-planning-at-designated-points-of-entry](https://www.who.int/publications/i/item/international-health-regulations-(-2005)-a-guide-for-public-health-emergency-contingency-planning-at-designated-points-of-entry) (1)



2.1.2. Local (port) command and control structure

This section can include an adapted command and control structure for the port to model the response system used by central authorities. The size of the command and control structure may depend on the capacities of the port, and the number and size of cruise ships visiting the port.

Example extracted from the World Health Organization "A guide for public health emergency contingency planning at designated points of entry" 2012 available from: [https://www.who.int/publications/i/item/international-health-regulations-\(-2005\)-a-guide-for-public-health-emergency-contingency-planning-at-designated-points-of-entry](https://www.who.int/publications/i/item/international-health-regulations-(-2005)-a-guide-for-public-health-emergency-contingency-planning-at-designated-points-of-entry) (1)



2.2. Roles and responsibilities

Responsibilities are shared among authorities at local, intermediate and central levers, ship staff and ship operators, as well as ports at the same or other countries.

Responsibilities for an outbreak investigation should be defined in the plan including which port will coordinate an outbreak investigation (the home contingency port preferably), where laboratory tests will be conducted, and how results of the outbreak investigation will be shared among the competent authorities in the ports of call.

Responsibilities of ship operators and ship staff should be also defined in the plan and some examples include: surveillance for disease on board the ship, data collection such as symptoms onset, diagnosis results, cabin number, contacts, etc., reporting of public health events, any information needed for outbreak investigation.

The roles and responsibilities of all the bodies involved should be described in detail. The roles and responsibilities can be described in a table format, and for each role there should be details regarding the responsibilities, the decisions and the deliverables of each party involved. It should be well defined regarding who each body must report to. The roles and responsibilities of bodies at central level should also be detailed, in addition to the roles and responsibilities of any other supporting structure or external company (1).

*Examples of response **functions/roles** that could be included for the specific port are:*

Operations team

-Operations manager

-Operations analysts

-Operations support role

Logistics team

- *Logistic manager*
- *Logistics support role*
- *Procurement manager*

Planning and Intelligence team

- *Planning manager*
- *Intelligence manager*
- *Response planner*
- *Intelligence analyst*
- *Planning support*
- *Intelligence support*
- *Geospatial information services specialist*
- *Report writer*

Administration and Finance team

- *Administration manager*
- *Resource and personnel rostering*
- *Administration support*
- *Finance manager*
- *Finance support*

*Examples of measures that **responsibilities** should be defined for and tasks should be allocated to the staff:*

COVID-19-PHECP activation and deactivation

Coordination of COVID-19 event management

Decision-making process for health measures (advising, decision and execution roles)

Public health measures with respect to travellers

- *Review travel history in affected areas*
- *Review proof of medical examination and any laboratory analysis*
- *Medical examinations*
- *Placement of persons suspected of exposure under public health observation*
- *Quarantine for travellers suspected of exposure*
- *Isolation and treatment of affected persons*
- *Contact tracing of suspected or affected persons*
- *Restriction/refusal of entry or exit of travellers*
- *Exit screening at ports*
- *Entry screening at ports*
- *Risk communication*
- *Enforcement of personal protection and hygiene rules, and social distancing*

Public health measures with respect to ships and inanimate objects

- Inspections
- Review of manifest and routing
- Review of proof of measures taken on departure or in transit to eliminate infection or contamination
- Disinfection

Specific health measures to ensure the safe handling and transport of human remains

- Isolation and quarantine
- Seizure/destruction of infected or contaminated ships and other inanimate objects
- Supervision of removal and safe disposal of contaminated matter from a ship
- Refuse departure or entry of a ship

2.2.1. Command and control roles for central level

*This section could include a **table** describing roles and responsibilities of the country's central command and control structure.*

Examples of agencies at central level

- Ministry of Health
- IHR National Focal Point
- Ministry of Tourism
- Civil protection
- Ministry of Transport

Who		What			When		How	Communication and reporting	
Agency	Responsible person	Role	Responsibilities	Tasks	Time frequency	Decisions/deliverables	SOPs	Reports to	Receives commands from

2.2.2. Command and control roles for local (port) level

*This section could include a **table** describing the roles and responsibilities of the local (port) level command and control structure.*

Examples of agencies at local port level

- Port police
- Port authority
- Police

- Traffic police
- Customs
- Hospitals
- Shipping companies
- Ship agents

Who		What			When		How	Communication and reporting	
Agency	Responsible person	Role	Responsibilities	Tasks	Time frequency	Decisions/deliverables	SOPs	Reports to	Receives commands from

2.2.3. Roles and responsibilities of external agencies supporting response operations

This section could include a description of the roles and responsibilities of relevant external agencies. Examples of external agencies could include transport/logistics agencies, contracted services etc.

Who		What			When		How	Communication and reporting	
Agency	Responsible person	Role	Responsibilities	Tasks	Time frequency	Decisions/deliverables	SOPs	Reports to	Receives commands from

2.3. Formal alert codes/phases

This section (optional) could describe specific conditions/scenarios that align to specific response profiles/actions (e.g. colour coding system representing the condition scenario).

Examples could be:

Green – business as usual (no possible cases) – no COVID-19-PHECP activation needed

Orange – small scale public health risk (e.g. single COVID-19 case) – activation of the COVID-19-PHECP, the event can be managed locally

Red – large scale public health risk (COVID-19 outbreak) – activation of the COVID-19-PHECP, the event cannot be managed locally and support from the central level is needed

2.4. Initial actions and protocols

Description of how a COVID-19 related event is detected: _____

Procedures for verification of an event: _____

Procedures for risk assessment of an event: _____

Immediate actions: _____

Initial communication: _____

Notes

Some common sources of information are:

- *From the ship master through the Maritime Declaration of Health (MDH) or other means of communication (IHR articles 28 and 27).*
- *Notification from the previous port of call (IHR articles 27, 30, Annexes 3 and 5)*
- *Detection during a ship inspection (IHR articles 27, 29 and Annex 3)*
- *WHO website for affected areas & recommendations (IHR articles 18, 22, 23, 25, 37 & Annex 5)*
- *Through the NFP and other formal channels (IHR article 27, 29 and Annex 3)*
- *Through informal channels*

The procedures for verification of an event after its detection should be described in this section as well. Here, the procedures for collecting further information from the ship agent, ship master, other designated crew or the authority that reported the event should be detailed.

Following verification, the competent authorities can make a preliminary assessment based on basic information such as type of event, level of severity, trend and hazard level concerning the public health event, and use that to decide whether or not to activate the contingency plan. The level of response that is required for each public health event should be determined based on a risk assessment. Details on the risk assessment can be found in chapter 5 and 6 of the WHO'S Handbook for management of public health events on board ships (5).

Based on the information collected, the competent authority may need to take some immediate actions (such as transportation of ill travellers to hospitals). The initial communication protocols should also be described in this section. These should include the type of information that may be included in the report and the names of the authorities that need to be notified.

Box 1. Preliminary standard response by the competent authority at port: Indicative options for action

Question	Specific indicative options for action
<ul style="list-style-type: none"> • Is a human life in danger (clinical signs and symptoms among travellers and severity)? 	<ul style="list-style-type: none"> • Evacuation of ill traveller • Medical support • Ambulance arrangement • Identification of the medical facility to send the patient ashore
<ul style="list-style-type: none"> • Has any death been linked with the event? 	<ul style="list-style-type: none"> • Investigate cause of death; ensure that autopsy has been arranged, if necessary; ensure IMGS (17) has been followed, and check if contact tracing is needed; ensure that death has been registered
<ul style="list-style-type: none"> • Is there a doctor on board? 	<ul style="list-style-type: none"> • Ensure access to radio medical support • Send doctor to board the ship en route or upon arrival of the ship at the port
<ul style="list-style-type: none"> • Is the event an immediate risk to health? • Is there a potential for spread on board or ashore or in the environment? 	<ul style="list-style-type: none"> • Consider activating the contingency plan at the port if necessary • Consider if contact tracing is needed
<ul style="list-style-type: none"> • Are special measures needed upon arrival at the port? • Does the ship need any supplies? 	<ul style="list-style-type: none"> • Arrange delivery of supplies that the ship may need (e.g. PPE, medicines)
<ul style="list-style-type: none"> • Are any precautions for disembarkation of ill and healthy travellers needed? 	<ul style="list-style-type: none"> • Communicate with the terminal station staff and start preparing arrangements
<ul style="list-style-type: none"> • Is the event related to a hazard where other authorities/experts should be involved (clinicians, epidemiologists, environmentalists, experts on responding to chemical or radiological events)? 	<ul style="list-style-type: none"> • Communicate with other authorities/experts • If appropriate, report the event to the NFP for further assessment and notification to WHO if necessary
<ul style="list-style-type: none"> • Is the ship coming from an affected area where WHO has recommended measures in place? 	<ul style="list-style-type: none"> • Consult WHO website for recommendations on health measures • If appropriate, report the event to the NFP for further assessment and notification to WHO if necessary
<ul style="list-style-type: none"> • Have clinical specimens or environmental samples been collected or do officers of the competent authority need to collect them? 	<ul style="list-style-type: none"> • Arrange collection of clinical specimens or environmental samples • Arrange transport and delivery of clinical specimens to an appropriate laboratory • Communicate data related to the sample and its shipment to appropriate authorities.

Source: Guidance on Regulations for the Transport of Infectious Substances 2015-2016, http://www.who.int/ihr/publications/who_hse_ihr_2015.2/en/.

2.4.1. Activation of the plan

Criteria for activation of the COVID-19-PHECP: _____

Notes

In this section a set of predetermined criteria that activate the COVID-19-PHECP should be detailed. Based on the initial investigation and the predetermined criteria, the decision makers will initiate the response. These triggers should be formal, quantifiable events or conditions that when reached, certain response measures should be applied.

Example: The port COVID-19-PHECP should be activated, when a passenger or crew member or visitor or person working for the port who fulfils the criteria of the definition of a possible or confirmed case of COVID-19 is identified.

The level of response that is required for each public health event should be determined based on a risk assessment. Details on the risk assessment can be found in chapter 5 and 6 of the WHO'S Handbook for management of public health events on board ships (5).

An example of a trigger is a positive MDH, which includes one or more persons fulfilling the definition of a possible or confirmed case of COVID-19.

Response measures are described in: EU HEALTHY GATEWAYS Joint Action: Interim advice for restarting cruise ship operations after lifting restrictive measures in response to the COVID-19 pandemic (Version 1 - 30 June 2020) (2)

2.4.2. Deactivation of the plan

Criteria for deactivation of the COVID-19-PHECP: _____

Notes

This section includes the triggers for gradual deactivation of the COVID-19-PHECP as appropriate for the public health event. It can also include the specific authority responsible for deactivating the COVID-19-PHECP. Note that the deactivation of the COVID-19-PHECP may be completed in several phases having different triggers, while codes could be given for each phase such as red, orange, green.

2.5. Port operational response sections

This section of the COVID-19-PHECP should describe the operation of the Emergency Operations Centre (EOC) and the different structures involved in the operations.

2.5.1. Emergency Operations Centre (EOC)

Facilities of the EOC: _____

Function of the EOC: _____

Activation of the EOC: _____

Notes

The Emergency Operations Centre (EOC) is the hub of response operations, consisting of both facilities and functions.

Depending on the nature and scale of the emergency, there may be a single local centre (e.g. at a port), or several centres at ports and/or at the local level and/or at the central level.

An EOC is generally a dedicated room or facility where the Incident Commander and response teams are based and operate.

These dedicated rooms are usually secure and purpose built to enable the response management team to operate effectively, efficiently and securely without being interrupted by the public, media or other non-response personnel.

2.5.2. Response operations

Suggested topics/items for the response operations section

Examples of items in a typical Operations section of a PHECP for a port may include:

- task lists allocated to agencies;
- declaration and/or locator card process;
- entry and exit screening tasks;
- dedicated space for the assessment of travellers
- escort and transport of suspected cases;
- staging area for personal protective equipment;
- rendezvous points for response personnel reporting for work; and
- briefing time and location of the National Public Health Authority.

Specific operational protocols or SOPs may be included as an annex of the PHECP.

2.5.2.1. Response operations for public health measures implementation

It is recommended that SOPs are developed describing the procedures for outbreak investigation and implementation of the following public health measures:

Public health measures with respect to persons

The target population for the measures below could be depending on the public health event: passengers on ships including ferries, cruise ships, others, crew members, port staff, visitors (regular or not), technicians, harbour pilots, staff of authorities, truck drivers etc.

- Review travel history in affected areas
- Review proof of medical examination and any laboratory analysis
- Medical examinations and assessments
- Placement of persons suspected of exposure under public health observation

- Quarantine for travellers suspected of exposure
- Isolation and treatment of affected persons
- Contact tracing of suspected or affected persons
- Restriction/refusal of entry or exit of travellers
- Exit and entry screening at ports

Public health measures with respect to ships and inanimate objects

- Inspections
- Review of manifest and routing
- Review of proof of measures taken on departure or in transit to eliminate infection or contamination
- Disinfection
- Specific health measures to ensure the safe handling and transport of human remains
- Isolation and quarantine
- Seizure/destruction of infected or contaminated ships and other inanimate objects
- Supervision of removal and safe disposal of contaminated matter from a ship
- Refuse departure or entry of a ship

Public health measures for affected animals

2.5.2.2. Task allocation

Task allocation list

Who		What			When		How	Communication and reporting	
Agency	Responsible person	Role	Responsibilities	Tasks	Time frequency	Decisions/deliverables	SOPs	Reports to	Receives commands from

2.5.3. Response logistics

Suggested topics/items in the response logistics section (1):

Current supplies inventory: _____

Surge capacity stockpile: _____

Supply and distribution chains (transport): _____

Facilities list: _____

Communication facilities: _____

Supply process for requesting additional supplies: _____

Tracking system to manage supplies: _____

Staff deployment, security and safety: _____

2.5.4. Response liaison and communication

Communication plan (roles, methods, time considerations): _____

Communication map and liaison information diagram: _____

Media/public information management: _____

Communication assessment and critical communication timelines/events: _____

Updated contact details of agencies/stakeholders to be involved in response operations: _____

Communications infrastructure and assets, e.g. cell phones: _____

Notes

Communication plans should map out the critical roles for communication (who talks to whom) and the method of communication (phone, e-mail, written report, meeting). Alternate forms of communication should also be stated in case the primary method is unavailable, as well as any time considerations, e.g. daily situation briefings at a specific time. The plan must be regularly revisited and tested at regular intervals. Moreover, this section should include a list of updated contact details of all agencies/stakeholders to be involved in response operations.

The communication plan should address:

- *Internal communication among the persons working for the port administration.*
- *External communication with IHR NFP, EWRS NFP, central level coordination public health authority, regional level coordination authority, other complement authorities and/ or service providers at local, regional or central level (e.g. port state control, customs, first aid stations, local health authorities, Ministry of Health, medical services, hospitals, ambulatory services, veterinary authorities, agricultural authorities, contractors such as contractors responsible for the container loading areas, container consignees and consignors etc.)*
- *Communication between the port and the ships/shipping companies*
- *Communication between the ports in the itinerary (inside the country or outside the country).*

The EU SHIPSAN Information System provide a platform to the public health authorities in the EU to share information about any type of public health event that occurred on ships (<https://sis.shipsan.eu/>). Another system that may be used is the SafeSeaNet Incident Report type "Others."(3).

- Communication with travellers (language requirements should be considered, depending on the nationalities of the expected travellers).
- Communication with the general public and the media

2.5.5. Risk communication

Aim of risk communication: _____

Target groups: _____

Communication platforms: _____

Notes

A risk communication strategy should be developed targeting the travelling public, the general public including the adjacent communities and the port staff. Planning for risk communication within and outside the port is imperative and involves local risk communicators from affected stakeholders.

Internal risk communication

The aim of risk communication is to protect life and health, build trust through transparency, and acknowledge uncertainty. Wrongful messages or false promises might impair all further communications.

The risk communication should be easy to understand, taking into consideration the target audience (nationalities/languages, age-groups), be published in a timely manner, communicate when, how and where future information will be published, provide regular updates even if no further information is available, engage affected target groups, and facilitate factual information.

Target groups for risk communication may be:

- Ministry of Transport, Ministry of Health, other ports, etc.
- Local health authorities, health care institutions (e.g. hospitals)
- Passengers and crew
- Family, relatives and greeters (“meeters and greeters”)
- Port staff
- Other companies reliant on shipping
- Travellers at port
- Shipping companies
- Media
- The general public
- Adjacent local communities

Several communication platforms may be used, for example:

- Official website of CPHA
- Official website of the port
- Official website of affected shipping companies
- Social media
- Traditional media
- Monitors at port
- Through port staff

-Speakers at port

2.5.6. Response planning and intelligence

Response planning section (1)

- Planning cycles*
- Planning team deliverables and frequency*
- Planning assumptions*
- Planning information sources*

Response intelligence section (1)

- Sources and frequency of information*
- Analysis and processing of information*
- Reporting and reporting frequency*
- Decision support considerations*
- Processing ad hoc requests*

2.5.7. Response administration and finance

Suggested topics/items in the response administration/finance section (1)

- Existing emergency funds and source of additional emergency funds*
- Process to apply for, release and accrue funding*
- Emergency cost accounting process*
- Post emergency audit and reconciliation process*
- Annex of updated contact details and distribution lists*

2.5.8. Technical advisory teams

This section can include information on individuals identified to provide advice during the response and better inform decision-making. It can also include how advisory teams will be activated (1).

2.6. Supporting information

This section should consist of supporting information to the operation of the plan, including detailed protocols and procedures relevant to the plan.

Some examples of information to be included in this section are:

-Capacity of port to manage possible/confirmed cases and close contacts

-Minimum conditions to receive cruise ships

-Cruise ship authorization procedure

-Free pratique protocol

-Instructions to be given to the ship in case of possible/confirmed case on board

- *Health Gateways, Advice for reducing droplet transmission of COVID-19 on board conveyances by using face masks,
https://www.healthygateways.eu/Portals/0/plcdocs/EUHG_PPE_Travellers_17_04_2020_F.pdf?ver=2020-04-23-140238-597*
- *Health Gateways, Advice for health authorities and ship operators who have decided to suspend sailings and for the long-term docking of ships at the ports of EU/EEA MS during COVID-19 pandemic,
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_Stationed_ships_18_3_2020_F.pdf?ver=2020-03-20-183254-500*
- *Health Gateways, Suggested procedures for cleaning and disinfection of ships during the COVID-19 pandemic,
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_Cleaning_Disinfection_ships_21_4_2020_F.pdf?ver=2020-05-07-113209-250*
- *Health Gateways, Interim advice for restarting cruise ship operations after lifting restrictive measures in response to the COVID-19 pandemic,
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_RESTARTING_CRUISES.pdf?ver=2020-07-08-131911-653*
- *Health Gateways, Interim advice for preparedness and response to cases of COVID-19 on board ferries after lifting restrictive measures in response to the COVID-19 pandemic,
https://www.healthygateways.eu/Portals/0/plcdocs/Advice_Passenger_Ferry.pdf?ver=2020-06-25-091223-253*
- *Health Gateways, Advice for ship operators for preparedness and response to the outbreak of COVID-19,
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_MARITIME_20_2_2020_FINAL.pdf?ver=2020-02-21-123842-480*
- *World Health Organization, Operational considerations for managing COVID-19 cases or outbreaks on board ships: interim guidance, <https://www.who.int/publications/i/item/operational-considerations-for-managing-covid-19-cases-or-outbreaks-on-board-ships-interim-guidance>*
- *World Health Organization, Handbook for the management of public health events on board ships, <https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships>*
- *ECDC, COVID-19: EU guidance for cruise ship operations,
<https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-cruise-guidance-27-07-2020.pdf>*

-Alternative ports with the capacity to deal with the outbreak

- *ECDC, COVID-19: EU guidance for cruise ship operations,
<https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-cruise-guidance-27-07-2020.pdf>*

-Health assurance communication as part of clearance

- ECDC, COVID-19: EU guidance for cruise ship operations,
<https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-cruise-guidance-27-07-2020.pdf>

-Protection of local communities

- ECDC, COVID-19: EU guidance for cruise ship operations,
<https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-cruise-guidance-27-07-2020.pdf>

-Algorithm for decision making in response to an event of a suspect case of COVID-19 on board ships.

- https://www.healthygateways.eu/Portals/0/plcdocs/Flow_chart_Ships_18_12_2020_v2.pdf

-Activating and staffing the Emergency Operations Centre

-Reporting and briefing schedules

-Single inbound vessel

-Multiple inbound vessels

-Managing possible and confirmed cases (including the assessment, care, isolation, quarantine and repatriation)

- ECDC, COVID-19: EU guidance for cruise ship operations,
<https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-cruise-guidance-27-07-2020.pdf>
- ECDC, Considerations for travel-related measures to reduce spread of COVID-19 in the EU/EEA,
<https://www.ecdc.europa.eu/sites/default/files/documents/Considerations-related-to-measures-for-travellers-reduce-spread-COVID-19-in-EUEEA.pdf>
- ECDC, Guidance for discharge and ending isolation in the context of widespread community transmission of COVID-19 – first update, <https://www.ecdc.europa.eu/sites/default/files/documents/covid-19-guidance-discharge-and-ending-isolation-first%20update.pdf>
- Health Gateways, Public health measures at points of entry,
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_EUMS_20_2_2020_FINAL.pdf?ver=2020-02-21-123658-243
- Health Gateways, General guidance for restarting transportation activities to serve tourism after lifting restrictive measures in response to the COVID-19 pandemic,
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_TRAVEL_SECTOR.pdf?ver=2020-05-16-081554-080
- Health Gateways, Interim advice for restarting cruise ship operations after lifting restrictive measures in response to the COVID-19 pandemic,
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_RESTARTING_CRUISES.pdf?ver=2020-07-08-131911-653
- Health Gateways, Interim advice for preparedness and response to cases of COVID-19 on board ferries after lifting restrictive measures in response to the COVID-19 pandemic,
https://www.healthygateways.eu/Portals/0/plcdocs/Advice_Passenger_Ferry.pdf?ver=2020-06-25-091223-253
- World Health Organization, Considerations for quarantine of contacts of COVID-19 cases,
[https://www.who.int/publications/i/item/considerations-for-quarantine-of-individuals-in-the-context-of-containment-for-coronavirus-disease-\(covid-19\)](https://www.who.int/publications/i/item/considerations-for-quarantine-of-individuals-in-the-context-of-containment-for-coronavirus-disease-(covid-19))

- *World Health Organization, Handbook for the management of public health events on board ships, <https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships>*
- *World Health Organization, Management of ill travellers at points of entry – international airports, seaports and ground crossings – in the context of COVID -19 outbreak, <https://www.who.int/publications/i/item/10665-331512>*

-Temporary isolation spaces

- *Health Gateways, Public health measures at points of entry, https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_EUMS_20_2_2020_FINAL.pdf?ver=2020-02-21-123658-243*
- *Health Gateways, General guidance for restarting transportation activities to serve tourism after lifting restrictive measures in response to the COVID-19 pandemic, https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_TRAVEL_SECTOR.pdf?ver=2020-05-16-081554-080*
- *Health Gateways, Interim advice for restarting cruise ship operations after lifting restrictive measures in response to the COVID-19 pandemic, https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_RESTARTING_CRUISES.pdf?ver=2020-07-08-131911-653*
- *World Health Organization, Management of ill travellers at points of entry – international airports, seaports and ground crossings – in the context of COVID -19 outbreak, <https://www.who.int/publications/i/item/10665-331512>*
- *World Health Organization, Handbook for the management of public health events on board ships, <https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships>*

-Contact tracing procedures

- *Health Gateways, Public health measures at points of entry, https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_EUMS_20_2_2020_FINAL.pdf?ver=2020-02-21-123658-243*
- *Health Gateways, General guidance for restarting transportation activities to serve tourism after lifting restrictive measures in response to the COVID-19 pandemic, https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_TRAVEL_SECTOR.pdf?ver=2020-05-16-081554-080*
- *World Health Organization, Contact tracing in the context of COVID-19, <https://www.who.int/publications/i/item/contact-tracing-in-the-context-of-covid-19>*
- *World Health Organization, Management of ill travellers at points of entry – international airports, seaports and ground crossings – in the context of COVID -19 outbreak, <https://www.who.int/publications/i/item/10665-331512>*
- *World Health Organization, Handbook for the management of public health events on board ships, <https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships>*
- *ECDC, COVID-19: EU guidance for cruise ship operations, <https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-cruise-guidance-27-07-2020.pdf>*
- *ECDC, Contact tracing for COVID-19: current evidence, options for scale-up and an assessment of resources needed, <https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-Contract-tracing-scale-up.pdf>*

-SOPs for the management of luggage, cargo, containers, conveyances, goods, postal parcels or human remains

- *Health Gateways, Interim advice for restarting cruise ship operations after lifting restrictive measures in response to the COVID-19 pandemic,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_RESTARTING_CRUISES.pdf?ver=2020-07-08-131911-653
- *World Health Organization, Handbook for the management of public health events on board ships,*
<https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships>

-Entry and exit screening

- *Health Gateways, Public health measures at points of entry,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_EUMS_20_2_2020_FINAL.pdf?ver=2020-02-21-123658-243
- *Health Gateways, Exit and entry screening at points of entry,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_2019_nCoV_EUMS_E-E_screening_6_2_2020_V1b.pdf?ver=2020-02-11-094124-737
- *Health Gateways, General guidance for restarting transportation activities to serve tourism after lifting restrictive measures in response to the COVID-19 pandemic,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_TRAVEL_SECTOR.pdf?ver=2020-05-16-081554-080
- *World Health Organization, Management of ill travellers at points of entry – international airports, seaports and ground crossings – in the context of COVID -19 outbreak,*
<https://www.who.int/publications/i/item/10665-331512>
- *World Health Organization, Handbook for the management of public health events on board ships,*
<https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships>
- *ECDC, COVID-19: EU guidance for cruise ship operations,*
<https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-cruise-guidance-27-07-2020.pdf>
- *ECDC, Considerations relating to passenger locator data, entry and exit screening and health declarations in the context of COVID-19 in the EU/EEA and the UK,*
https://www.ecdc.europa.eu/sites/default/files/documents/ECDC-one-page_EntryScreening_Passenger-Locator-and-Health-Declarations.pdf
- *ECDC, Considerations for travel-related measures to reduce spread of COVID-19 in the EU/EEA,*
<https://www.ecdc.europa.eu/sites/default/files/documents/Considerations-related-to-measures-for-travellers-reduce-spread-COVID-19-in-EUEEA.pdf>

-Boarding of vessels

- *Health Gateways, Public health measures at points of entry,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_EUMS_20_2_2020_FINAL.pdf?ver=2020-02-21-123658-243
- *Health Gateways, Advice for health authorities and ship operators who have decided to suspend sailings and for the long-term docking of ships at the ports of EU/EEA MS during COVID-19 pandemic,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_Stationed_ships_18_3_2020_F.pdf?ver=2020-03-20-183254-500
- *Health Gateways, Interim advice for restarting cruise ship operations after lifting restrictive measures in response to the COVID-19 pandemic,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_RESTARTING_CRUISES.pdf?ver=2020-07-08-131911-653
- *World Health Organization, Handbook for the management of public health events on board ships,*
<https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships-Transportation-of-suspected-or-ill-passengers>

- *Health Gateways, Public health measures at points of entry,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_EUMS_20_2_2020_FINAL.pdf?ver=2020-02-21-123658-243
- *Health Gateways, Interim advice for restarting cruise ship operations after lifting restrictive measures in response to the COVID-19 pandemic,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_RESTARTING_CRUISES.pdf?ver=2020-07-08-131911-653
- *World Health Organization, Management of ill travellers at points of entry – international airports, seaports and ground crossings – in the context of COVID -19 outbreak,*
<https://www.who.int/publications/i/item/10665-331512>
- *World Health Organization, Handbook for the management of public health events on board ships,*
<https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships>
- *ECDC, COVID-19: EU guidance for cruise ship operations,*
<https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-cruise-guidance-27-07-2020.pdf>

-Capacity of hospitals in the vicinity

- *ECDC, COVID-19: EU guidance for cruise ship operations,*
<https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-cruise-guidance-27-07-2020.pdf>

-Inspection programme for the point of entry facilities

- *Health Gateways, Interim advice for restarting cruise ship operations after lifting restrictive measures in response to the COVID-19 pandemic,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_RESTARTING_CRUISES.pdf?ver=2020-07-08-131911-653
- *World Health Organization, Handbook for the management of public health events on board ships,*
<https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships>

-Training plan

- *Health Gateways, General guidance for restarting transportation activities to serve tourism after lifting restrictive measures in response to the COVID-19 pandemic,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_TRAVEL_SECTOR.pdf?ver=2020-05-16-081554-080
- *Health Gateways, Interim advice for restarting cruise ship operations after lifting restrictive measures in response to the COVID-19 pandemic,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_RESTARTING_CRUISES.pdf?ver=2020-07-08-131911-653
- *World Health Organization, Management of ill travellers at points of entry – international airports, seaports and ground crossings – in the context of COVID -19 outbreak,*
<https://www.who.int/publications/i/item/10665-331512>
- *World Health Organization, Handbook for the management of public health events on board ships,*
<https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships>

-Instructions for use of technical equipment

- *World Health Organization, Handbook for the management of public health events on board ships,*
<https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships>

-Partial or full port closure

-Communications protocols

- *World Health Organization, Management of ill travellers at points of entry – international airports, seaports and ground crossings – in the context of COVID -19 outbreak, <https://www.who.int/publications/i/item/10665-331512>*
- *World Health Organization, Handbook for the management of public health events on board ships, <https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships>*
- *ECDC, COVID-19: EU guidance for cruise ship operations, <https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-cruise-guidance-27-07-2020.pdf>*

-Alert code or phase change protocols

-Protocols for disinfection of port facilities

- *Health Gateways, Public health measures at points of entry, https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_EUMS_20_2_2020_FINAL.pdf?ver=2020-02-21-123658-243*
- *Health Gateways, Suggested procedures for cleaning and disinfection of ships during the COVID-19 pandemic, https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_Cleaning_Disinfection_ships_21_4_2020_F.pdf?ver=2020-05-07-113209-250*
- *Health Gateways, General guidance for restarting transportation activities to serve tourism after lifting restrictive measures in response to the COVID-19 pandemic, https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_TRAVEL_SECTOR.pdf?ver=2020-05-16-081554-080*
- *Health Gateways, Interim advice for restarting cruise ship operations after lifting restrictive measures in response to the COVID-19 pandemic, https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_RESTARTING_CRUISES.pdf?ver=2020-07-08-131911-653*
- *World Health Organization, Cleaning and disinfection of environmental surfaces in the context of COVID-19, <https://www.who.int/publications/i/item/cleaning-and-disinfection-of-environmental-surfaces-in-the-context-of-covid-19>*
- *World Health Organization, Management of ill travellers at points of entry – international airports, seaports and ground crossings – in the context of COVID -19 outbreak, <https://www.who.int/publications/i/item/10665-331512>*
- *World Health Organization, Handbook for the management of public health events on board ships, <https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships>*
- *ECDC, Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2, https://www.ecdc.europa.eu/sites/default/files/documents/Environmental-persistence-of-SARS_CoV_2-virus-Options-for-cleaning2020-03-26_0.pdf*
- *ECDC, Interim guidance for environmental cleaning in non-healthcare facilities exposed to SARS-CoV-2, <https://www.ecdc.europa.eu/sites/default/files/documents/coronavirus-SARS-CoV-2-guidance-environmental-cleaning-non-healthcare-facilities.pdf>*

- Protocols for disinfection of ships

- *Health Gateways, Suggested procedures for cleaning and disinfection of ships during the COVID-19 pandemic, https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_Cleaning_Disinfection_ships_21_4_2020_F.pdf?ver=2020-05-07-113209-250*

- *Health Gateways, General guidance for restarting transportation activities to serve tourism after lifting restrictive measures in response to the COVID-19 pandemic,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_TRAVEL_SECTOR.pdf?ver=2020-05-16-081554-080
- *Health Gateways, Interim advice for restarting cruise ship operations after lifting restrictive measures in response to the COVID-19 pandemic,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_RESTARTING_CRUISES.pdf?ver=2020-07-08-131911-653
- *World Health Organization, Cleaning and disinfection of environmental surfaces in the context of COVID-19,*
<https://www.who.int/publications/i/item/cleaning-and-disinfection-of-environmental-surfaces-in-the-context-of-covid-19>
- *ECDC, Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2,* https://www.ecdc.europa.eu/sites/default/files/documents/Environmental-persistence-of-SARS_CoV_2-virus-Options-for-cleaning2020-03-26_0.pdf
- *ECDC, Interim guidance for environmental cleaning in non-healthcare facilities exposed to SARS-CoV-2,*
<https://www.ecdc.europa.eu/sites/default/files/documents/coronavirus-SARS-CoV-2-guidance-environmental-cleaning-non-healthcare-facilities.pdf>

-Infectious waste management procedures

- *Health Gateways, Public health measures at points of entry,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_EUMS_20_2_2020_FINAL.pdf?ver=2020-02-21-123658-243
- *Health Gateways, General guidance for restarting transportation activities to serve tourism after lifting restrictive measures in response to the COVID-19 pandemic,*
https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_TRAVEL_SECTOR.pdf?ver=2020-05-16-081554-080
- *World Health Organization, Water, sanitation, hygiene, and waste management for SARS-CoV-2, the virus that causes COVID-19,* <https://www.who.int/publications/i/item/WHO-2019-nCoV-IPC-WASH-2020.4>
- *World Health Organization, Management of ill travellers at points of entry – international airports, seaports and ground crossings – in the context of COVID -19 outbreak,*
<https://www.who.int/publications/i/item/10665-331512>
- *World Health Organization, Handbook for the management of public health events on board ships,*
<https://www.who.int/publications/i/item/handbook-for-the-management-of-public-health-events-on-board-ships>

-Security protocols

-Other response standard operating procedures

-Forms and templates

-Meetings and teleconferencing procedures

-Sample of emergency meeting agenda

-Situation report template

-Other response reporting templates

-Health declaration, quarantine and other medical forms

-Alert notices

-Equipment procurement forms

- Timesheets and rostering forms for personnel
- Other administrative forms
- Forms to make changes or update the PHECP
- Other linked plans
- Risk communication including media plans
- Port/seaport operations plans
- National emergency response plan (relevant sections)
- Risk assessment and other technical guidance
- Risk assessment information
- Infection prevention and control advice including hand-washing, hygiene and personal protective equipment
 - Health Gateways, Public health measures at points of entry, https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_EUMS_20_2_2020_FINAL.pdf?ver=2020-02-21-123658-243
 - Health Gateways, General guidance for restarting transportation activities to serve tourism after lifting restrictive measures in response to the COVID-19 pandemic, https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_TRAVEL_SECTOR.pdf?ver=2020-05-16-081554-080
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