



association of
seafood producers

COVID-19 Risk Mitigation Protocol

Vessel Supply and Offloading

Version 6
4-7-2020

“Occupational Health and Safety NL has reviewed this Covid-19 Emergency Plan submitted for review. This Covid-19 Emergency Plan contains the required information and/or instructions to operate supplying vessels, loading/offloading and provides the required protection of workers from Covid-19 at these work sites.”

COVID-19 – What You Need to Know

Coronavirus disease (COVID-19) is an infectious disease caused by a new virus. The disease causes respiratory illness with symptoms such as a cough, fever, and in more severe cases, difficulty breathing and pneumonia. You can protect yourself by washing your hands frequently, avoiding touching your face, and avoiding close contact (2 meters/6 feet) with people.

Screening: It is important to recognize if someone is showing the symptoms of the virus. If a person meets the listed criteria, you must report it to 811 immediately, the chief medical officer or a health professional on-call. Do not go to the local emergency room or physician’s office. The following criteria may be signs of COVID-19:

- Fever over 38 degree Celsius;
- Dry Cough; and/or
- Shortness of breath and/or difficulty breathing.

Additional Resources:

[Government of Newfoundland and Labrador COVID-19 Information](#)
[Government of Canada COVID-19 Information](#)

We all share a collective interest in ensuring that we effectively manage the issues arising from COVID-19 concerns. Industry will adapt as required with responsible best practices and approved protocols.

COVID-19 – Additional Infection Control Processes for All Employees, Service Personnel, Wharf Crews, Equipment Operators, Skippers and Crew, etc

The most effective way to prevent the spread of all types of germs and infections is by following proper hygiene practices wherever you are:

- Wash hands frequently with soap and water, especially after sneezing or coughing;
 - When soap and water are not handy, alcohol-based hand sanitizers can be effective, but soap and water are best;
- Cough and/or sneeze into bent elbow, not into your hands;

- Use tissue to cover coughs/sneezes, and then place into a Ziploc bag sealed and discard in garbage bag immediately;
- Avoid touching any part of your face – nose, mouth or eyes - with your hands.
- Conduct frequent cleaning and disinfecting of objects and surfaces which are touched or exposed, such as:
 - Tables;
 - Microwaves;
 - Kettle;
 - Doorknobs;
 - Handrails;
 - Light switches, thermostats;
 - Phones;
 - Remote controls;
 - Computer keyboards, screens and any commonly shared surfaces/areas around computers;
 - Condiments in the galley; and
 - Cupboard knobs.
- Accommodations areas, whether single or double/multiple occupancy;
- Shared or commonly used areas such as bathrooms, eating areas, etc;
- Commonly touched areas of operational equipment, i.e. START/STOP buttons, steering wheels, etc;

Please note: a 1 part to 10 parts hypochlorite or 1 part to 9 parts bleach/water solution can be used for all general cleaning.

Supplying vessels

When the skipper/owner calls the plant for supplies for the trip (ice, bait, pans, etc), the plant is to be informed of the names of each crew member to participate in the fishing trip.

Note: The crew will be expected to have followed the advice of the Chief Medical Officer regarding social distancing, only going out for essentials, etc, prior to fishing. They must also exhibit no COVID-19 symptoms. If a crew member is showing symptoms, they will not be permitted to go to sea.

The skipper/owner will fill out the *Health Screening Questionnaire* (Appendix A) for each individual crew member and take temperature checks. The skipper will file the forms for the trip. This form must be completed two additional during the trip, for a total of three times.

The skipper/owner will also fill out a *Crew Health Summary* (Appendix B). This is one of three times that this form will be completed for the trip. The Skipper will date the form and be provided a **Company Tracking number** for the sheet to keep track of who was on the fishing trip.

The Skipper must email/fax/text the summary form to the plant each time it is completed.

Sending supplies to the vessel can happen one of three ways: at plant wharf, via company truck to independent wharf, or via independent truck to independent wharf.

1. At the plant wharf:

Crew are absolutely NOT to disembark from the vessel during supply loading. Vessel personnel are not permitted within the designated secure loading area and are not permitted to enter the plant under any circumstances.

Wharf employees are not to board vessels at any time during supply loading.

Once supplies are provided vessels must move away from secure, designated loading area.

2. Company Truck to an independent wharf:

Company truckers must be screened at the plant before start of shift according to plant COVID-19 procedures. Truckers are to be prepared with proper PPE (Personal Protective Equipment) and must maintain physical distancing from others and follow all proper hygiene procedures during their shifts. Truckers will keep a daily written log of all stops and/or pick ups during their shift which they must provide that to the plant each day.

3. Independent Truck to independent wharf:

Independent truckers and wharves will have industry accepted protocols in place that must be shared and/or communicated to the plant. The truckers must be prepared with proper PPE and during their shift must maintain physical distancing from others and follow all proper hygiene procedures. Truckers must keep a log of all stops and/or pick ups during their shift and provide that to the plant daily.

Crew Boarding – Vessel Departure

Upon boarding the vessel to depart for fishing, the crew must have been following Chief Medical Officer advice (social distancing, only going out for essentials, etc), and show no COVID-19 symptoms prior to heading to sea.

If any crew member has shown symptoms of COVID-19, the Skipper/owner and crew member(s) are to follow the protocol approved by the appropriate government authority. Depending on the circumstances, the individual crew member and/or entire crew may not be permitted to go to sea.

The skipper/owner will fill out the *Health Screening Questionnaire* (Appendix A) for each individual crew member and take temperature checks. The skipper will file the forms an additional times time during the trip, for a total of three times.

The skipper/owner will fill out a *Crew Health Summary* (Appendix B). This is two of three times that the form will be completed for the trip. The Skipper will fill out the company tracking number that was provided and date the form for a total of three times.

The Skipper will then email/fax/text the summary form to the plant. This is the second time the form is completed.

Fishing Days

During the days at sea, the skipper/owner and crew will follow the procedures approved by the appropriate government authority and Standard Operating Procedures (SOPs) of the vessel/workplace. The start of days at sea begins when the vessel pulls away from the secure, designated loading/offloading area.

Hailing In

When hailing into the wharf at the end of fishing trip, the skipper/owner will fill out the *Health Screening Questionnaire* (Appendix A) for each individual crew member and

take temperature checks. The skipper will file the forms for the trip. This is three of three times that the forms will be completed during the trip.

The skipper/owner will fill out a *Crew Health Summary* (Appendix B). This is three of three times that the form will be completed for the trip. The Skipper will fill out the company tracking number that was provided and date the form.

The Skipper will then email/fax/text the summary form to the plant. This is the third time the form is completed.

The plant MUST then attach all 3 summary sheets to a copy of the DFO fish slip for the trip.

If any crew member has shown signs of COVID-19, the Skipper/Owner and crew members are to follow the protocol approved by the appropriate government authority, and go immediately home and complete the [811-Healthline COVID-19 Self-Assessment](#) for additional direction and instruction from medical professionals. The plant will assist in any way possible with landing the vessel while following the direction of the appropriate authorities.

Again, the enterprise owner will inform the plant and appropriate Dockside Monitors if any crew member is showing symptoms prior to offloading.

When a crew member is COVID-19 positive, an entire deep clean and disinfection of the vessel must be performed before another harvesting trip takes place.

Landing to the wharf/discharging

When the vessel pulls up to the secure, designated loading/offloading area, absolutely **NO ONE** is permitted to disembark from, or board, the vessel. Therefore, **crews will be responsible for discharging their own vessel.**

Company employees at the wharf operating winches are to remove totes from the vessel, and these employees plus a forklift driver will then ice and stack products on wooden pallets. There shall be one employee responsible for weighing and recording product. These employees will maintain the 6ft (2m) physical distancing from others where possible, or otherwise be provided with the required PPE or work at workstations outfitted with physical barriers.

Grading and inspecting/samples of the entire catch will happen at the plant, by an independent graders (in this instance, IDG). IDG must have appropriate protocols in place to be communicated to each plant.

DFO dockside monitoring will be expected to have and follow required protocols.

Once discharge is complete, the vessel must leave the secure, designated loading/offloading zone. The crew is then to follow the Chief Medical Officer advice while onshore (social distancing, only going out for essentials, etc.). When and where practical, vessels will be encouraged to undertake back-to-back trips and the crew will be expected to stay aboard the vessel.

Appendix A – Health Screening Questionnaire

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| Health Screening Questionnaire – Vessel Crew COVID-19 | Effective Date: April 5, 2020 Version 2 |
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To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce, we are conducting a simple screening questionnaire.

Name: _____ Phone Number: _____

Vessel Name: _____ Date: _____

Skipper: _____ Time: _____

| | | YES | NO |
|---|--|-----|----|
| 1 | Have you been outside Canada in the last 14 days? If yes, where did you visit? _____ When did you arrive back in Canada? _____ | | |
| 2 | Have you been out of the province or been in contact with anyone who has travelled outside of the province within the last 14 days? If yes, which province did you (or the contact person) visit? _____ When did you (or they) arrive back in NL? _____ | | |
| 3 | In the last month, have you suffered from any of the following symptoms? | | |
| | Fever over 38°C (100°F) | | |
| | Dry Cough | | |
| | Shortness of breath and/or difficulty breathing | | |
| 4 | Have you had contact with anyone, including family members, who have the above symptoms? | | |
| 5 | Have you experienced any cold or flu-like symptoms in the last 14 days (including fever, cough, sore throat, respiratory illness, difficulty breathing?) | | |

If you have answered YES to any of the above questions, access to the vessel may be denied.

If at any time the answers to any of the above questions change, we ask that you notify your Skipper immediately, and your buyer.

Note: Each employee will have their temperature taken on a daily basis and should your temperature be above 38 degrees, you will not be allowed to board and/or return to the vessel and will be instructed to isolate and call 811 or visit the [811 website](#) for medical assistance.

Temperature Recording: _____ Time: _____

I declare that the above information is true to the best of my knowledge

Signature: _____ Date: _____

Skipper signature: _____ Date: _____

Tracking Number : _____

Form ___ of 3

