



GOOD PRACTICES ON PREVENTION MEASURES AND ACTION BEFORE COVID-19 IN THE CARGO HANDLING PORT SERVICE¹

Provided below, are a set of recommendations, as a guide to good practices to act against the risk of infection from the SARS-CoV-2 (novel coronavirus) in the case of cargo handling port service. As well as when infection is detected in workers carrying out said service. These are provided without prejudice to what is determined by the competent prevention services for these purposes, and the new instructions that may be given by the health authorities.

I. ACTION GUIDELINES IN THE EVENT OF THE PANDEMIC COVID-19 SITUATION IN OPERATIONS IN THE CARGO HANDLING PORT SERVICE.

Establishment of closed groups

In order to contain the spread of the virus during work activity, and in order to limit its effects on essential services, to the extent possible, closed work groups may be established, so that each group is always made up of the same workers and do not come into contact with members of other groups. In each port, this measure may be adapted in accordance with their work systems, these groups being able to refer to shifts or types of traffic, or any other reference that facilitates the intended purpose.

Protective material and measures

- 1.- Interactions with other workmates or any other personnel who interact during operations (services to the ship, consignees) will be carried out maintaining the safety distance recommended by the health authorities. The use of a mask will only be required in cases where said distance cannot be respected.
- 2.- Strict hand hygiene must be observed, including after the removal of the PPE.
- 3.- The use of masks and gloves should be rationalised and reused as far as possible, following the manufacturer recommendations, due to existing supply problems.
- 4.- Mechanical equipment operators during operation and reception and delivery tasks will wear latex gloves, whenever there is a possibility to supply them. In situations of shortage, work gloves will be used. And must at all times avoid getting off the assigned mechanical equipment.
- 5.- Both the foreman and the tallyman will also be provided with latex gloves, whenever there is a possibility to supply them. In situations of shortage, work gloves will be used. In the event that the foreman has to board the ship and interact with crew members, they will maintain the safety distance and, if they cannot keep this distance, the use of a mask will be indicated, which will be supplied whenever there is a possibility to supply them.

¹ In case of discrepancy, the Spanish original version shall prevail
(<http://www.puertos.es/es-es/Documents/2020-04-08%20doc%20Gu%C3%ADa%20Estiba%20COVID-19.pdf>)

6.- In car-carrier operations, the use of masks will also be indicated for drivers and garage / taxi driver as it is not possible, when transferring in the "taxi", to keep the minimum safety distance of at least one meter and a half. Another means of transport -such as a bus- can be used from the car storage to the ship. Inside the bus a row of distance must be kept, and it must stop at the ramp to access the gate on foot. The use of a van should be prioritized to increase this distance, with the maximum number of occupants specified by company. In the case of tourism use, the number of occupants will also be specified by company, with the same objective of increasing the distance between occupants.

7.- In operations that take place in the hold or in any other place on board the ship, with possible contact with crew, passengers or workers from other services, the use of masks will be required, which will be supplied whenever there is a possibility to supply them, by the workers who provide service in such circumstances, whenever the safety distance cannot be maintained.

8.- In reception and delivery tasks, the lorry driver will not get off the lorry, except in duly justified cases, always keeping the minimum safety distance.

9.- For the documentary exchange, the provisions of the stevedore company will be followed, recommending the use of telematic means whenever it is possible.

10.- The stevedoring company should inform the ship that, in no case, the crew may board equipment that is operating.

11.- The service personnel of the stevedoring company that interacts with port stevedores should follow the rules established in this procedure.

12.- The stevedores in the storage area must keep the safety distance.

13.- Except for the personnel who manipulate the mechanical equipment, no other worker should get on the forklift, neither to consult nor for any other circumstance.

14.- The close gathering of personnel must be avoided at all times, both at the beginning and at the end of operations in the turnstiles/entrance and exit areas to terminals, rest areas, vending areas...; Those workers who have a designated position will go straight to their position.

Other measures

1.- Companies should have the necessary means to guarantee the hygiene of workers and especially in order to wash their hands.

2.- The company will ensure that machinery, access areas to terminals, rest areas and work areas are kept in proper clean and hygienic conditions, taking all necessary measures to this purpose.

3.- Bins or deposit places should be available during operations, in order to dispose of gloves, papers, etc.

4.- With regard to personnel suffering from any condition that makes them especially vulnerable to the SARS CoV-2 virus, it is recommended that the health surveillance services indicate whether they are fit to serve under current conditions.

5.- The company will organize, before the start of the shift, the delivery of the necessary material for the planned operations.

6.- In relation to changing rooms and showers, and in order to avoid crowds, it is recommended to suspend the shower service and seal the locker area, being able to use only sinks and toilets.

II. ACTION PROCEDURE IN CASE OF SARS-CoV-2 (CORONAVIRUS) INFECTION OF PERSONNEL INTERVENING IN CARGO HANDLING PORT SERVICE

According to the action procedure established by the health authorities, in a scenario of generalized sustained community transmission, detection of SARS-CoV-2 infection should be carried out in the following situations:

A. Person with a clinical picture of acute respiratory infection who is hospitalized or who meets hospital admission criteria.

B. Person with a clinical picture of acute respiratory infection of any severity who belongs to any of the following groups: (a) health and socio-health personnel, (b) other essential services.

Classification of cases

1. Confirmed case: case that meets laboratory criteria (positive screening PCR and confirmatory PCR in an alternative gene to also positive screening).
2. Probable case: case whose laboratory results for SARS-CoV-2 are inconclusive.
3. Discarded case: case whose laboratory results for SARS-CoV-2 are negative.
4. Possible case: case with mild acute respiratory infection without criteria to carry out a diagnostic test.

Definition and classification of contacts

It is defined as close contact of possible, probable or confirmed cases:

- Anyone who has provided care while the case had symptoms: health workers who have not used adequate protection measures, family members or people who have other similar physical contact;
- Cohabitants, relatives and people who have been in the same place as a case while the case presented symptoms at a distance of less than 2 meters for a time of at least 15 minutes.

Contacts are classified in the following terms:

1. Close contact with possible, probable or confirmed case of COVID-19 with proper use of PPE.
2. Close contact with a possible, probable or confirmed case of COVID-19 without the use of PPE.
3. Casual contact (the one that is not defined as close) with possible, probable or confirmed case of COVID-19 without the use of PPE.

Contact management

- 1.- Close contact with possible, probable or confirmed case of COVID-19 with proper use of PPE. They will continue with normal work activity, and passive surveillance of symptoms will be carried out.
- 2.- Close contact with possible, probable or confirmed case of COVID-19 without PPE.
 - a. If valued as a high-risk exposure:
 - The worker will withdraw from work and will carry out a home quarantine for 14 days with active monitoring of symptoms.
 - The performance of a diagnostic test by PCR will be assessed 7 days later. In the event that the PCR is negative, you must return to work.
 - b. If it is assessed that it is a low-risk exposure, normal work activity and passive monitoring of symptoms will continue.
- 3.- Casual contact with a probable or confirmed case of COVID-19 without PID: it will continue with normal work activity and passive monitoring of symptoms will be carried out.

The occupational risk prevention services will be in charge of establishing the mechanisms for the investigation and monitoring of close contact within the scope of their powers, in coordination with the public health authorities.