

Roles and responsibilities for COVID-19 preparedness and response

Introductory note:

The structured template below outlines specific responsibilities and tasks required for preparedness and response to COVID-19 events. It was developed to support *Port A*’s core planning team to identify and record:

- 1) *General and specific tasks for COVID-19 preparedness and management at Port A*
- 2) *Agencies at local/regional/national level responsible for each task*
- 3) *Contact details of liaison persons for each responsible agency (including alternate liaison person)*

General tasks for the Preparedness phase (A) and Response phase (B) are sub-divided into specific tasks.

For each specific task it is recommended to record the following:

- *Brief task description*
- *Responsible agency (e.g. committee, competent authority, co-competent authority/ service provider)*
- *Liaison person contact details (main contact and alternate contact)*

****Please note this is a non-exhaustive list, and additional tasks can be added or modified.**

Preparedness phase (A) tasks are categorized by:

- *1A: Tasks related to defining public health capacities*
- *2A: Tasks related to monitoring public health capacities*

Response phase (B) tasks are categorized by:

- *1B: Tasks for management of a COVID-19 event by Port A*
- *2B: Tasks related to communication during COVID-19 event response*

A. PREPAREDNESS PHASE

1A. Tasks for defining public health capacities

GENERAL TASK A1: Isolation capacities			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
A1.1.	Arrange pre-designated isolation facilities ashore (e.g. COVID-19 hotels) for cases not requiring hospitalization	•	1. 2.
		•	1. 2.
A1.2.	Define existing/ maximum capacity available to individually isolate (with their own designated bathroom) confirmed COVID-19 cases	•	1. 2.
A1.3.	Define maximum threshold of isolation capacities for stopping cruise ship calls	•	1. 2.
GENERAL TASK A2: Quarantine capacities			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
A2.1.	Arrange pre-designated quarantine facilities ashore (e.g. COVID-19 hotels) for quarantine of close contacts	•	1. 2.
		•	1. 2.
A2.2.	Define existing/ maximum capacity available to quarantine close contacts	•	1. 2.
A2.3.	Define maximum threshold of quarantine capacities for stopping cruise ship calls	•	1. 2.

GENERAL TASK A3: Hospitalization capacities			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
A3.1.	Define/arrange hospitals in local area with capacity to provide care for COVID-19 cases (including ICU care)	•	1. 2.
A3.2.	Define existing and maximum capacity for hospitalization of COVID-19 cases in local area (including ICU care)	•	1. 2.
A3.3.	Define maximum threshold of hospitalization capacities for stopping cruise ship calls	•	1. 2.
GENERAL TASK A4: Alternate port capacities			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
A4.1.	Define alternate ports with capacities to manage outbreaks and situations where alternate ports asked to manage public health events	•	1. 2.
GENERAL TASK A5: Transport capacities			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
A5.1.	Pre-define arrangements for transferring cases/contacts to isolation/ quarantine facilities	•	1. 2.
A5.2.	Pre-define arrangements for transport means for transferring cases to hospital/medical facility	•	1. 2.

GENERAL TASK A6: Diagnostic laboratory capacities			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
A6.1.	Identify diagnostic laboratory facilities/capacities for SARS-CoV-2	<ul style="list-style-type: none">.....	1. 2.
GENERAL TASK A7: Preparations for coordination of public health event management and ensuring interoperability with cruise ship contingency plans			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
A7.1.	Coordinate public health event management and investigation at port level	<ul style="list-style-type: none">.....	1. 2.
		<ul style="list-style-type: none">.....	1. 2.
		<ul style="list-style-type: none">.....	1. 2.
A7.2.	Define situations where help will be asked from central level authorities	<ul style="list-style-type: none">.....	1. 2.
A7.3.	Review ship’s contingency plans/written assurance statements for interoperability with port’s PHECP	<ul style="list-style-type: none">.....	1. 2.

A. PREPAREDNESS PHASE

2A. Tasks for monitoring public health capacities

GENERAL TASK A8: Regularly monitoring public health capacities			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
A8.1.	Regular updates about number of available isolation rooms in local area	•	1. 2.
A8.2.	Regular updates about number of available rooms at quarantine rooms in local area	•	1. 2.
A8.3.	Regular updates about number of available beds to care for COVID-19 cases (including ICU beds) at each facility	•	1. 2.
A8.4.	Regular updates on existing capacities available to transport asymptomatic/mild COVID-19 cases or close contacts to isolation or quarantine	•	1. 2.
GENERAL TASK A9: Training activities			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
A9.1.	Training of staff and verification of training	•	1. 2.
GENERAL TASK A10: Routine measures at terminal / measures in response to COVID-19 event			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
A10.1.	Ensure compliance with personal protective measures at terminal <ul style="list-style-type: none"> • Face mask rules • Hand hygiene • Physical distancing (passenger lanes, floor markers) • Different flows 	•	1. 2.
A10.2.	Monitor and replace:	•	1. 2.

PORT A – Structured template: Task definitions and responsibilities for COVID-19 specific public health emergency contingency plan (PHECP) development

	<ul style="list-style-type: none"> • EU certified PPE regularly (e.g. 3 sets of PPE per cruise ship call per staff) • hand hygiene items (soap, alcohol-based hand rub stations) around port facilities • Supplies in isolation area 		
A10.3.	Ensure hand washing stations or alcohol-based hand rub stations placed in prominent areas of port facility (e.g. check-in/entrances)	<ul style="list-style-type: none"> • 	1. 2.
A10.4.	Work schedule management at port (work and break schedule review and adjustment to avoid overlap)	<ul style="list-style-type: none"> • 	1. 2.
A10.5.	Health screening of terminal staff for entry to port/terminal (same screening protocols as travellers)	<ul style="list-style-type: none"> • 	1. 2.
A10.6.	Diagnostic testing of terminal workers (if conducted)	<ul style="list-style-type: none"> • 	1. 2.
A10.7.	Develop, update and display health promotion material	<ul style="list-style-type: none"> • 	1. 2.
A10.8.	Ventilation management terminal stations	<ul style="list-style-type: none"> • 	1. 2.
A10.9.	WC management at terminal stations	<ul style="list-style-type: none"> • 	1. 2.
A10.10.	Ensuring cleaning and disinfection of isolation area after each use	<ul style="list-style-type: none"> • 	1. 2.
A10.11.	Ensuring appropriate ventilation of isolation area	<ul style="list-style-type: none"> • 	1. 2.

A10.12.	Transport of possible/confirmed case to temporary isolation area at port	•	1. 2.
A10.13.	Care of possible/confirmed case at temporary isolation area at port	•	1. 2.
A10.14.	Record-keeping of personnel working in isolation area at port	•	1. 2.
A10.15.	Decision about exit/entry screening measures for passengers at ports	•	1. 2.
A10.16.	Conduct of primary health screening measures for passengers at terminal (e.g. visual inspection, collection of health questionnaire and temperature measurement)	•	1. 2.
A10.17.	Conduct secondary screening of travellers (in depth interview, medical examination and laboratory examination, second temperature measurement etc.)	•	1. 2.
A10.18.	Decision to restrict/refuse entry or exit of travellers at port	•	1. 2.
A10.19.	Arrange for contact tracing of affected persons if possible case identified at port terminal	•	1. 2.
A10.20.	Cleaning and disinfection of terminal facilities before and after each embarkation and ship visit	•	1. 2.
A10.21.	Special cleaning and disinfection protocols of terminal facilities after possible/confirmed case identified at terminal or if used terminal/port facilities	•	1. 2.

A10.22.	Cleaning and disinfection of means of transport (e.g. buses, cars etc.) regularly and disinfection when in contact with possible/confirmed case (if different than above)	<ul style="list-style-type: none">.....	1. 2.
A10.23.	Infectious waste management at port facilities	<ul style="list-style-type: none">.....	1. 2.
A10.24.	Luggage disinfection of possible/confirmed cases	<ul style="list-style-type: none">.....	1. 2.
A10.25.	Luggage tracking and management system for possible/confirmed cases	<ul style="list-style-type: none">.....	1. 2.
A10.26.	Disinfection of transport carts/cages after boarding procedure to/from ship	<ul style="list-style-type: none">.....	1. 2.
A10.27.	Management of groups for shore-based excursions and facilitating compliance with physical distancing and separation from other travel groups, verifying PPE available and determining parking spaces for tour buses	<ul style="list-style-type: none">.....	1. 2.

B. RESPONSE PHASE

1B. Tasks for management of COVID-19 event at port

GENERAL TASK B1: COVID-19 public health emergency contingency plan			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
B1.1.	Activation of the port COVID-19 PHECP	<ul style="list-style-type: none">.....	1. 2.

B1.2.	Deactivation of the port COVID-19 PHECP	<ul style="list-style-type: none">.....	1. 2.
GENERAL TASK B2: Detection of COVID-19 event			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
B2.1.	Receive Maritime Declaration of Health (MDH)	<ul style="list-style-type: none">.....	1. 2.
B2.2.	Notification from previous port of call	<ul style="list-style-type: none">.....	1. 2.
B2.3.	Notification through National Focal Point	<ul style="list-style-type: none">.....	1. 2.
B2.4.	Notification during inspection	<ul style="list-style-type: none">.....	1. 2.
B2.5.	Notification at port facilities (e.g. pre-board screening)	<ul style="list-style-type: none">.....	1. 2.
GENERAL TASK B3: COVID-19 event verification and preliminary risk assessment			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
B3.1.	Verification of COVID-19 event (e.g. collecting further information from ship agent/master/ other authority)	<ul style="list-style-type: none">.....	1. 2.

B3.2.	Preliminary risk assessment once notified of COVID-19 event	<ul style="list-style-type: none">.....	1. 2.
B3.3.	Initial communication to other authorities once COVID-19 event notified on board ship or at port	<ul style="list-style-type: none">.....	1. 2.
GENERAL TASK B4: Cruise ship authorization/free pratique			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
B.4.1.	Allow or refuse entry of ship (cruise ship authorization procedure)	<ul style="list-style-type: none">.....	1. 2.
B4.2.	Permit free pratique with on-site visit including medical personnel	<ul style="list-style-type: none">.....	1. 2.
B4.3.	Determine docking area for the affected ships	<ul style="list-style-type: none">.....	1. 2.
B4.4.	Provide floating vessel (in context of free pratique) for transport of medical personnel	<ul style="list-style-type: none">.....	1. 2.
B4.5.	Provision of customs documents, emergency materials and supplies for ship if needed	<ul style="list-style-type: none">.....	1. 2.
GENERAL TASK B5: Health measures implementation			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
B5.1.	Conduct risk assessment of public health event at port level		

B5.2.	Decision for health measures implementation	•	1. 2.
B5.3.	Send epidemiological data of the ship from local to central level	•	1. 2.
B5.4.	Assessment of case to decide if requires hospitalization ashore or can be transferred to isolation facility ashore	•	1. 2.
B5.5.	Arrange medical evacuation from ship if needed	•	1. 2.
B5.6.	Arrange for immediate isolation and testing of possible case	•	1. 2.
B5.7.	Verification that passenger/crew locator form (PLF) completed by all pax. and crew on board ship	•	1. 2.
B5.8.	Collect information about contacts of possible/confirmed case (on board ship or ashore)	•	1. 2.
B5.9.	Disembarkation of confirmed COVID-19 case	•	1. 2.
B5.10.	Disembarkation of close contacts	•	1. 2.
B5.11.	Determine which hospitals/medical facilities in local area receive patients and inform medical facility/hospital of arrival of COVID-19 case	•	1. 2.

B5.12.	Inform ashore designated isolation/quarantine facility about arrival COVID-19 case	<ul style="list-style-type: none"> • 	1. 2.
B5.13.	Transport of COVID-19 case to hospital if required	<ul style="list-style-type: none"> • 	1. 2.
B5.14.	Arrange interpreters	<ul style="list-style-type: none"> • 	1. 2.
B5.15.	Transport of COVID-19 case (e.g. asymptomatic or mildly symptomatic) to isolation facility	<ul style="list-style-type: none"> • 	1. 2.
B5.16.	Health monitoring of cases in isolation facilities	<ul style="list-style-type: none"> • 	1. 2.
B5.17.	Registration of COVID-19 case in national web-based system	<ul style="list-style-type: none"> • 	1. 2.
B5.18.	Disembarkation of close contacts	<ul style="list-style-type: none"> • 	1. 2.
B5.19.	Support for persons in isolation (e.g. providing food, medications etc.)	<ul style="list-style-type: none"> • 	1. 2.
B5.20.	Decision to release cases from isolation facilities	<ul style="list-style-type: none"> • 	1. 2.
B5.21.	Transport of close contacts to designated quarantine facility	<ul style="list-style-type: none"> • 	1. 2.

B5.22.	Registration of close contacts in national web-based system	•	1. 2.
B5.23.	Active health monitoring of close contacts ashore	•	1. 2.
B5.24.	Support for persons in isolation (e.g. providing food, medications etc.)	•	1. 2.
B5.25.	Psychological support for people in quarantine and isolation if needed	•	1. 2.
B5.26.	Arrangement of early testing for all symptomatic and asymptomatic close contacts of confirmed case	•	1. 2.
B5.27.	Conduct of contact tracing if needed	•	1. 2.
B5.28.	Arrange of repatriation of travellers	•	1. 2.
B5.29.	Conduct ship inspection if confirmed case identified on board	•	1. 2.
B5.30.	Supervision and implementation of health measures implemented on ship <ul style="list-style-type: none"> • Cleaning and disinfection of contaminated areas/objects • Waste management / disposal • Replace air filters • Preventive measures for next voyage (e.g. active surveillance) • Any other health measures required 	•	1. 2.

B5.31.	Review proof of measures and take decision if satisfied with health measures implemented on board ship, note measures in Ship Sanitation Certificate	•	1. 2.
B5.32.	At departure inform competent authority at next known port of call about evidence found on ship and control measures implemented/required	•	1. 2.
B5.33.	Treatment of baggage, cargo, containers, conveyances, goods, postal parcels or human remains to remove infection if needed	•	1. 2.
B5.34.	Safe handling and transport of human remains	•	1. 2.
B5.35.	Isolation and quarantine of ships when public health risk on board	•	1. 2.
B5.36.	Seizure / destruction of infected ship and other inanimate objects	•	1. 2.
B5.37.	Supervision of and removal of safe disposal of contaminated matter from ship	•	1. 2.
B5.38.	Interview possible case and obtain medical history and detailed travel history of possible case and close contacts if possible case detected at port during pre-board screening	•	1. 2.
B5.39.	Review proof of medical examination or microbiological diagnostic test as needed	•	1. 2.
B5.40.	Review proof of vaccination as needed	•	1. 2.

B. RESPONSE PHASE

2B. Channels of communication during COVID-19 event management

GENERAL TASK B6: Internal communications			
Task no.	Specific task description	Responsible agency (committee, competent authority, co-competent authority/ service provider)	Liaison persons 1. Main contact 2. Alternate contact
B6.1.	Internal communication within port	<ul style="list-style-type: none">.....	1. 2.
B6.2.	Communication with IHR national focal point (NFP)	<ul style="list-style-type: none">.....	1. 2.
B6.3.	Communicate with media about public health event (public information/media management)	<ul style="list-style-type: none">.....	1. 2.
B6.4.	Communicate to alternate port and ask to manage public health event if capacities unavailable	<ul style="list-style-type: none">.....	1. 2.