

**V. O. CHIDAMBARANAR PORT TRUST**  
**MARINE DEPARTMENT**

No. MAR/DC/COVID-19/2020/D.209

Date: 29/04/2020

**Sub: Procedure/Protocol to be followed for sign-on/off of Seafarers**

**Ref: 1. MHA Order No. 40-3/2020-DM-I(A) dated 21/04/2020**

**2. DGS Order No.12 of 2020 dated 22/04/2020**

**Sign On:**

1. Respective Steamer Agents must notify the Nodal Officer and relevant testing facility 2-3 days in advance about the arrival of the Seafarers.
2. Seafarer should report to the relevant COVID-19 OPD centre (Annexure-2) for testing.
3. The Seafarer should be then brought to the Port/District approved Quarantine facility at Hotel Alwin / Lemuir Building, Harbour Estate, Tuticorin.
4. The Seafarer should remain in quarantine till the time the test results are received.
5. On receipt of a Negative test result, the Seafarer may board the Ship after completion of necessary formalities related to the Health, Customs and Immigration.
6. If the Test result is positive, the SOP for management of a confirmed case shall be put into action.
7. Considering that the results of the test could take some time, the Seafarer should arrive at VOC Port, at least, 2-3 days prior to joining vessel to complete all the above formalities.
8. Necessary formalities and usage of PPEs have to be strictly complied with as per the DGS SOP as above.

**Sign Off:**

1. Respective Steamer Agents must notify the Nodal Officer and relevant testing facility 2-3 days in advance about the arrival of the Seafarers.
2. After Health and Immigration formalities as per the DGS SOP, the Seafarer would disembark from the vessel.

..2..

3. The Seafarer should then be taken by dedicated vehicle to the relevant COVID-19 OPD centre (Annexure-2) for testing.
4. The Seafarer should be then brought to the Port/District approved Quarantine facility at Hotel Alwin / Tamilnadu Maritime Institute Building, Harbour Estate, Tuticorin.
5. If the test results are negative, the Seafarer should be allowed to proceed as per DGS Protocol.
6. However, if the Seafarer has arrived on a vessel from any foreign Port within 14 days of departure, he has to remain in quarantine for a total of 14 days from the date of departure. On completion of 14 days' quarantine, the Seafarer has to undergo COVID-19 testing before he can be allowed to proceed as per the DGS Protocol.
7. If the Test result is positive, the SOP for management of a confirmed case shall be put into action.
8. Necessary formalities and usage of PPEs have to be strictly complied with as per the DGS SOP as above.

**Enclosures:**

- Annexure 1: Roles and Responsibilities
- Annexure 2: Contact Details

Approved  
Dy. Chairman

प्रवीण 29/04/2020

Circulated by: Dy. Conservator/Nodal Officer

## **Annexure 1: Roles and Responsibilities**

DC: To function as Nodal Officer for the Sign-on/off Protocol and ensure coordination with all stakeholders.

CE: To make necessary arrangements at the identified quarantine facility, including waste management.

CME: To make necessary arrangements at the identified quarantine facility with regard to electrical installations.

Secretary: To provide security personnel at all Port/District authorised quarantine facility as and when required.

TM: To provide the details of Seafarers to District Administration/Local Police for necessary facilitation, in coordination with the Shipping Agents.

CMO: To coordinate with District Health Authorities for facilitation of COVID-19 testing and arrange for '108' Ambulance as and when necessary.  
To also arrange a Quarantine Medical Team which shall respond when needed.

PHO: To function as per the MOH&FW and DGS Protocol and to coordinate with District Health Administration.

TSAA : To make all necessary arrangements to facilitate smooth sign-on/off of Seafarers as per the DGS Protocol, including COVID-19 testing, and co-ordinate with Port/District Authorities in this regard.

## Annexure 2: Contact Details

### I. Seafarers should report for testing at the following COVID-19 OPD centres:

#### A. Testing centres for Seafarers who are signing on:

1. Urban Primary Health Centre - Ganesh Nagar (Those who are coming through Tirunelveli)

Contact Person: Dr. Aarthi – 9385911722

2. Urban Primary Health Centre - P & T Colony (Those who are coming through Madurai)

Contact Person: Dr. Jalsi - 7708981519

#### B. Testing centres for Seafarers who are signing off:

1. Urban Primary Health Centre – Therespuram

Contact Person: Dr. Palanisamy - 9789344968

### II. The contact details are as follows:

1. Dr. K. Baby Rani, Nodal Officer (Medical Department/VOC Port) 9486983617
2. Shri A. Mohan, Secretary, Nodal Officer, TSAA: 9600917117
3. Dr. Dinesh: 6383187177
4. Dr. Karthick 8489213411
5. Control Room COVID-19: 0462-2326901
6. COVID-19 Control officer: 9080769246
7. Dr Arun, CHO: 9677766352
8. Shri Murugesan, Manager, Hotel Alwin: 9677678505
9. Dr. Rajesh, Nodal officer (Tuticorin Medical College Hospital): 9790006628
10. Dr. Jeya Murugan Microbiologist 9443325409
11. Ambulance: 108