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PPA MEMORANDUM CIRCULAR
NO: 02 - 2020

TO : Port Managers
Port Terminal Operators
Private Port Operators
VTMS Managers
Cargo Handling Operators/Terminal Service Providers
Shipping Companies/ and Agents
Harbor Pilots
All Concerned

SUBJECT : **MANAGEMENT PORT PROTOCOLS IN RESPONSE TO THE
CORONAVIRUS DISEASE 2019 (COVID-2019)**

I. Rationale

This Circular prescribes the management protocols in ports under the jurisdiction of the Philippine Ports Authority (PPA) geared to prevent the spread of COVID-2019 and at the same time ensure business continuity and reduce disruption in maritime trade and transport.

This is issued in conjunction with the Presidential directive, and relevant advisories issued by the Bureau of Quarantine-Department of Health (BoQ-DOH), Bureau of Immigration (BI), Inter-Agency Task Force for Emerging Infectious Diseases (EID) and other government agencies.

II. Coverage

This Circular shall apply to:

1. All arriving ships that have called at any port in China and its Special Administrative Regions (SARs) and Taiwan.
2. All arriving ships with crew and/or passengers who have travelled to China and its SARs and Taiwan in the past fourteen (14) days.

III. Guidelines

1. All PPA ports shall remain open to all ships, except cruise ships, from or had port calls in China and its SARs and Taiwan regardless of the fourteen (14) days incubation period of disease, provided that they have been boarded at Quarantine Anchorage. In addition, ships cleared at the first port of entry and calling another local port, within fourteen (14) days period from China and its SARs and Taiwan must also be boarded at the designated Quarantine Anchorage by Quarantine Maritime Officer (QMO). After the quarantine and boarding formalities, said ships will be allowed to proceed at berth for

discharging/loading of cargoes, provided further that strictly no embarkation/disembarkation of crew shall be allowed.

2. Ships calling in the Philippines more than fourteen (14) days after calling out at a port in China and SARs and Taiwan shall be allowed to dock without restrictions.
3. PPA regulations on the filing on Notice of Arrivals (NOA) and Applications for Berth/Anchorage (ABA) shall be strictly complied. Port Management Offices (PMOs) and/Terminal Management Offices (TMOs) must receive the Maritime Declaration of Health, Crew list/Passenger List (information on sick or deceased crew/passengers, information on crew/passengers travel history i.e. if they have been in China within the previous 14 days as minimum), current copy of Ship Sanitation Certificates, last five (5) ports call list, Waste on Board Vessel Information Form (WOBVIF) and other related documents, preferably within twenty-four (24) hours, but not less than eight (8) hours, before vessel arrival, for encoding into the PPA computer system.
4. Pilotage services shall continue to be rendered, provided that no boarding shall be made prior to the submission of *"free pratique"* by the vessel's master and clearance from the BoQ Boarding Team. Pilots shall strictly comply with the required health protocols issued by BoQ/DOH.
5. The ship agent of a vessel with Persons Under Investigation (PUIs) situated in a non-competent port shall notify competent PPA ports in advance for an immediate diversion of vessel. PUI in a competent port will be conducted to dedicated hospital and the vessel will be declared as *"affected vessel"*.
6. The disposal of garbage such as but not limited to food products, animal products and infectious wastes generated from the vessel shall not be allowed in PPA ports. Discharge of other MARPOL wastes shall comply with standard procedures for collection, transport, treatment and/or disposal in accordance with existent environmental rules and regulations.
7. Terminal Operators, Ship Operators, Pilot Associations, and concerned Port Service Providers shall adhere closely to the health advisories issued by BoQ for compliance by personnel who will be involved in the ship's loading and discharging of cargoes. They shall ensure adequate supply of appropriate Personal Protection Equipment (PPE) and medical equipment (e.g. thermal scanners, disposable gloves, surgical gloves, N-95 mask and disinfectants) and undertake training to familiarize port personnel on their usage.
8. Areas designated as *"restricted/quarantined areas"* in the port should be delineated as such with appropriate warning signs, markings and appropriate security level in force, barriers and access control points.
9. PMOs/TMOs/Terminal Operators shall establish Port Security Advisory Committee (PSAC) who will coordinate, communicate and facilitate implementation of the acceptable safety and health measures at ports.

IV. Reportorial Requirements

1. Terminal Operators, Cargo Handling Operators, Pilotage Associations, and other local port stakeholders and industrial partners shall continue to monitor the evolving measures and work closely with partner agencies like BoQ/DOH, DILG, NDRRMC and, among others, to implement appropriate, effective and additional measures, if needed.
2. All Port Managers shall submit to the General Manager, through the AGM for Operations, a daily status report on the implementation of this Circular, to include problems and related concerns and the appropriate recommendation thereof.

This Memorandum Circular takes effect immediately.



JAY DANIEL R. SANTIAGO
General Manager