



Policy Letter 1-20

COVID-19 Emergency Policy

March 17, 2020

From: Brian J. Downey, Administrator

To: Maine Pilotage Commission

References: a) [CDC Guidance for Ships](#)
b) [MSIB 06-20](#)

1. **Purpose:** This outlines the Maine Pilotage Commission's policy to best protect the health and wellness of Maine State pilots during the Covid-19 Pandemic which is sweeping the United States and major portions of the globe. Pilots are urged to follow the applicable portions of this policy for your added protection against the virus while you continue to facilitate the Nation's commerce.
2. **Background:** The national response to this dynamic emergency continues to evolve but there is limited national policy that relates to ships and even less specific detail to pilots regarding pandemic protection. The Center for Disease Control (CDC) maintains a webpage related to the Corona-Virus aboard ships which is more focused on ships and crews - not necessarily pilots, but is attached as reference a) for your review. Also, for your added awareness, please review the Coast Guard's Marine Safety Information Bulletin regarding reporting ill crewmembers attached as reference b). The Maine Pilotage Commission is engaged with the Coast Guard and Maine DOT to remain as informed as possible to keep ships operating safely without jeopardizing pilot health and safety.
3. **Policy:** The following are suggested precautions to enhance protection of pilots. The Commission has no authority to require pilots or ships to follow these guidelines.
 - A. **SHIP INSTRUCTIONS** - Pilot organizations are urged to require the following precautions from the ship in advance of arrival/pilot boarding:
 - In the hour before the pilot boards, wipe down the entire bridge with a 5% solution of bleach water, or similar **disinfectant**. (Chart table, instruments, chairs, helm, hand rails, entire console, windows, etc.). Give particular treatment to VHF radio knobs and handset, and to RADAR controls.
 - Request a 1-person escort to/from the bridge and that all crewmembers be notified ahead of time to keep a safe (6 feet/2 meter) distance from the pilot in the passageways. Only the pilot and the escort should be in the stairwell or elevator to/from the bridge.
 - The Master Pilot Information Exchange and briefing and other discussions with officers, can be accomplished from a distance of 2 meters.
 - The pilot should **not** be asked to print or sign *any* documents (security logs, pilot card, or master pilot briefing).
 - Any crew members entering the bridge should sanitize their hands by washing or by hand sanitizer.
 - Instruct all crew to keep a 2-meter "safety-zone" distance from the pilot and docking pilot
 - Crew members and pilots should avoid touching their own faces.
 - Provide hand soap and paper towels in the bridge head for use by the Pilot and Crew.
 - Only essential personnel allowed in the wheelhouse while the pilot and docking pilot is onboard.
 - Follow U.S. Coast Guard's instructions on reporting any crew members that are sick.

B. PILOT INSTRUCTIONS - Pilots, upon boarding should:

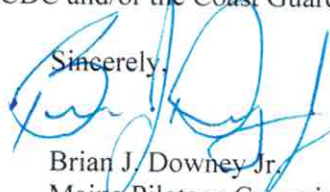
- Avoid signing documents (security logs, pilot card, or master pilot briefing).
- Inquire with the Master if any crew is presenting any symptoms.
- Exercise a heightened awareness of symptomatic crewmembers.
- Ascertain if the vessel has visited higher risk regions and exercise the highest level of caution for vessels arriving from the coastal countries identified in the Federal Travel Ban:

Austria, Belgium, China, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Iran, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, and UK.

In addition to the CDC guidelines below, pilots are urged to:

- The extent possible, practice social distancing from crewmembers (6 feet/2 meters), avoid shaking hands, avoid touching navigation equipment directly such as RADARs and ECDIS, and instead leverage the crew to monitor, tune or adjust equipment.
- If practical, pilots should consider using personal hand held VHF radios rather than using the ship's VHF, or direct the Master or crew to make required radio communication.
- Avoid touching your mouth, face or eyes.
- Thoroughly wash your hands frequently and as soon as possible after disembarking the vessel.
- Utilize hand sanitizer containing 60%-95% alcohol hand washing is not an immediate option.
- When disembarking to a pilot boat, as far as practical, avoid personal contact with the pilot boat crew and maintain as much distance as possible from others.
- If you suspect a crewmember is ill with the Covid-19 Virus or if you develop symptoms consistent with the Covid-19 Virus, please immediately notify the Maine Pilotage Commission by calling (207) 899-7123 and/or brian.downey@marinecs.com, so we may support you in other required notifications to the CDC and/or the Coast Guard.

Sincerely,



Brian J. Downey Jr.
Maine Pilotage Commission
Administrator

CDC Prevention Guidelines

Know How it Spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Take steps to protect yourself



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



Avoid close contact

- **Avoid close contact** with people who are sick
- Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for [people who are at higher risk of getting very sick.](#)