

## COVID-19 PORT MANAGEMENT PLAN – PORT OF TALLINN

### 1. INTRODUCTION TO THE PORT OF TALLINN COVID-19 PROCEDURES AND MEASURES

This COVID-19 Port Management Plan contains procedures and measures for cruise operations in Tallinn as a result of the COVID-19 pandemic. The document has been prepared in cooperation with the Estonian Health Board and Transport Administration.

The purpose of this COVID-19 Port Management Plan is to reduce the risk and protect cruise ships, guests and crew. However, it is also to protect the port, its personnel and the community from virus spread.

This plan combines the structure of [EMSA \(European Maritime Safety Agency\) COVID-19: EU Guidance for Cruise Operations](#), together with recommendations from the WHO, EC, ECDC, Estonian Authorities and highlights the key processes and personnel contacts for dealing with the implementation of preventative measures for COVID-19.

#### Main Objectives

The main objective of the Port of Tallinn is to provide a safe and healthy experience for cruise passengers and crew, whilst working towards the healthy return to original itineraries and prevent, protect against the international travel related spread of disease (including prevention). Such measures to achieve this include measures on:-

- Social distancing and traffic guidance systems
- Additional hygiene, sanitation and safety measures
- Proper medical care, COVID-19 test capacity and emergency plans
- Comprehensive training and safety programs for the port community
- Organized shore excursions
- Individual shore leave
- Extensive preventive measures prior, during and after port calls

#### Our Values

- Close and trustful collaboration
- Commitment and reliability
- Safe port concepts (handling of potential cases, contact tracing, medical disembarkation etc.)
- Our vision to operate both transit and turnaround port services
- Agreement on staggered approval processes

The Port of Tallinn has made detailed preparations should there be a case of arrival of a vessel with a suspected communicable disease aboard. The Port of Tallinn has open and efficient communication channels with all relevant authorities to ensure the arrival is handled safely and efficiently, in situations where there is a suspected or confirmed communicable disease outbreak aboard.

The Port of Tallinn follows procedures and recommendations determined by EMSA (European Maritime Safety Agency), and the Estonian Authorities and takes into consideration guiding principles

from the European Union and the cruise industry. The port also collaborates with neighbouring ports in the Baltic Area to share procedures on best practices.

### Government Guidelines and Borders

Information regarding the relevant guidelines from the Estonian Health Board is available at <https://www.terviseamet.ee/en/covid19>.

Official information regarding the Emergency Situation and the limitations and activities deriving from it, can be found from the website of the Estonian State Authority <https://www.kriis.ee/en>.

Due to the emergency situation, a border control was established on 17th of March 2020 on all borders, including internal borders with Latvia, air borders and sea borders. Anyone entering Estonia has to provide information about their travel itinerary, travel companions, any possible contact with a person showing the COVID-19 symptoms and their current health situation.

Operational data on the epidemiological situation of COVID19 in Estonia:  
<https://www.terviseamet.ee/en/coronavirus-dataset>

In Europe and in the world:  
<https://www.ecdc.europa.eu/en/covid-19/situation-updates>

This COVID-19 Port Management Plan is a living document and can be adapted at short notice, if new recommendations are put in place from the Estonian Authorities.

## 2. RESPONSIBILITIES AND AUTHORITIES

**The Port of Tallinn Authority** - The Port of Tallinn Authority is responsible for this COVID-19 Port Management Plan and is the first line of contact for cruise lines. The key contacts are listed below and have responsibility of the planning and execution of a cruise call.

Port Control, 24/7 contact point  
[Vs.kapten@ts.ee](mailto:Vs.kapten@ts.ee) , +372 631 6588

Harbour Master Ain Klaus  
[a.klaus@ts.ee](mailto:a.klaus@ts.ee), +372 56 48 9700

Cruise and Ferry Manager, Ingrid Berezin  
[i.berezin@ts.ee](mailto:i.berezin@ts.ee), +372 502 5065

Safety and Security Manager, Siiri Lõhmus  
[s.lohmus@ts.ee](mailto:s.lohmus@ts.ee) , +372 550 0679

Port Facility Security Officer, Tarmo Randmäe  
[t.randmae@ts.ee](mailto:t.randmae@ts.ee)

The Port Authority is in close contact with the authorities listed below.

**Health Board** website <https://www.terviseamet.ee/en/covid19> provides information about the coronavirus, its prevention, cure and spread. You can also read about the personal protective equipment.

**Police and Border Guard Board** website <https://www.politsei.ee/en/instructions/emergency-situation> provides information regarding existing restrictions.

**Ministry of Foreign Affairs** website <https://vm.ee/en/coronavirus-2019-ncov> provides information regarding travel and Estonian Representations' opening times.

### 3. MINIMUM CONDITIONS TO RECEIVE A CRUISE SHIP

The Port of Tallinn follows recommendations established by the Estonian Health Board and Government.

Prior to a cruise call, a thorough dialogue is held between all involved parties regarding how the call should be carried out in practice with passenger flows, health checks and how vessel service should be carried out. Responsibilities between involved parties should also be established prior to arrival.

#### Before entering the port

##### 3.1. Reporting the health status on board the ship.

All communication should be done via the ship agent.

The Port of Tallinn has no general demand for vessels to submit a Maritime Declaration of Health (MDH) before arrival, but follows the normal procedure where vessels have an obligation to report via ship agent and Electronic Maritime Information System (EMDE) any public health risk on board the ship, including any case of disease which is suspected to be of an infectious nature, such as COVID-19.

All cruise ships are demanded to submit the Maritime Declaration of Health (MDH) via the Electronic Maritime Information System (EMDE). EMDE application is designed to facilitate the preparation, presentation and control of maritime notices and documents. These documents are drawn up by the companies responsible for the operation of ships, or their representatives (agents, masters), companies dealing with the logistics of goods (goods owners, freight forwarders, stevedores), port operators and by representatives of state agencies controlling them. The preparation of documents means both the creation of a document and reception of a document from another information system and insertion into the EMDE system.

After the documents have been prepared, EMDE will transmit the documents or the data contained in the document, either as a message or as a notification to all the parties designated by the system, as programmed. EMDE mediates feedback (messages, responses) that follows the submission of a document and, if necessary, provides notifications and additional information between the parties.

If a ship has no suspected case of COVID-19 the call will be handled as agreed, with implementing the measures below.

##### 3.2. Information to all travellers about general rules that are applied in regard to the COVID-19 pandemic within the country, as well as other applicable rules that need to be followed during the period that the ship will be stationed at the port.

### 3.3. Availability of a ship contingency plan and an isolation plan on board.

It's demanded that all cruise ships have in place a contingency plan for suspect COVID-19 cases as described in the WHO and the EU HEALTHY GATEWAYS advice including:

- Possibility to arrange isolation 5% of passengers and 5% of crew on board and quarantine/isolation in case if not be possible to disembark crew and passengers who need to be quarantined or isolated within 24 hours from detection of the first possible COVID-19 case), according to the ship contingency plan/outbreak management plan
- Appropriate stock of PPE to be used by medical staff, service crew and patients
- Rapid testing capacity onboard

<https://www.healthygateways.eu/Novel-coronavirus> and

<https://www.who.int/publications-detail/operational-considerations-for-managing-covid-19-cases-outbreak-on-board-ships>

### 3.4. Shore Leave of crew.

Crew shore leave will conform to Port Authorities instructions regarding visit ashore.

3.5. Port Authorities may have additional requirements over and above those outlined.

## 4. PASSENGER TERMINAL ARRANGEMENTS AND PROTECTIVE MEASURES

The protective measures arrangement in the passenger terminal and port area is based on recommendations from the Estonian Health Board.

### At quayside:

- Separate lanes for disembarking and embarking passengers/crew
- Distance markings and/or signs on the lanes
- Signs with information and recommendations in Estonia
- Passenger flow arrangements

### Inside terminal:

- Signs with information and recommendations
- Marking benches to show the recommended distancing space.
- Distance markings and walkways in the terminal
- Safety information on large screens
- Safety announcements when needed to remind people to keep the recommended distance apart
- Plexiglass protection for security checking boarding cards and/or PPE
- Plexiglass protection for personnel in shops
- Cashless payment
- Extra and frequent cleaning of surfaces and spaces
- Opportunities to wash hands with soap and clean with hand disinfectants
- Good Terminal ventilation
- Personal protective equipment for personnel

In addition, the following are available, but must be arranged prior to arrival via the port agent

- Testing by dedicated onshore entity SARS-CoV2 testing options:  
<https://koroonatestimine.ee/en/>

## 5. PERSONS AUTHORISED TO VISIT THE PORT AREA/SHIP AND PROTECTION MEASURES

Unless specifically requested by the ship, port employees will not board the vessel. Contact between the ship and shore personnel will be kept to a minimum. When such contact between the ship and port personnel is to be made, it is recommended to be carried out on the quayside with agreed protective measures.

**The recommendation below comes from the Health Board and anyone working with a cruise call must obey the following recommendations:**

- Stay at home if you have symptoms
- Personal protective equipment (PPE) in use in accordance with the risk assessment
- Maintain distance from other people and maintain good hand hygiene
- If you have a confirmed Covid-19 infection, you must stay at home and follow the instructions at <https://www.terviseamet.ee/en/i-have-been-diagnosed-covid-19>.

**The following list describes the functions of personnel involved with operating cruise calls, and the protective measures they must take:**

- **Port Security Officer/ PFSO:** responsible for port security. Coordinates activities related to ship service. *Protective measurements: Recommended social distance with crew/passengers.*
- **Ship agent:** Local representative for the cruise line and first line of contact between the ship and the port. *Protective measurements: Recommended social distance with crew/passengers.*
- **Pilot:** Boards the ship and guides it from sea to the dock. *Protective measurements: Follows recommendations from authorities and cruise lines.*
- **Linesmen:** Moor and un-moor the ship at the dock. *Protective measurements: Recommended social distancing with crew/passengers*
- **Security guards:** Security checks and in direct contact with passengers and crew: *Protective measurements: Distancing from people and Plexiglass at a security checkpoint, using proper PPE.*
- **Tour operators:** Responsible together with the ship for the flow of passengers. *Protective measurements: Recommended social distancing with crew/passengers*
- **Guides:** Pre-booked guides that will take the guests around the city. *Protective measurements: Follow recommendations from authorities and cruise line.*
- **Bus drivers:** Pre-booked drivers. *Protective measurements: Follow recommendations from authorities and cruise line.*
- **Shop personnel:** Handle the shop inside the terminal. *Protective measurements: Distancing from people and Plexiglass at the cashier.*
- **Suppliers:** Delivers provision and handling waste from the ship. *Protective measurements: Recommended social distancing with crew/passengers.*

Protective measures for the functions above are based on recommendations from Estonian local authorities. If the cruise line has other recommendations please notify The Port of Tallinn.

The Port of Tallinn requests all seagoing vessels entering the port to submit a Maritime Health Declaration (MDoH), regardless of the situation on board. This MDoH must be sent via EMDE. In case of deviations from the Maritime Health Declaration, Port of Tallinn will contact the Health Board.

Please pay attention to the following: during your stay in the port, it is obligated to notify us of any changes in regards to the health and medical situation on board of your ship. If this is the case, you can contact Port of Tallinn.

Port Control, 24/7 contact point

[vs.kapten@ts.ee](mailto:vs.kapten@ts.ee)

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#### **6. CONTINGENCY PLAN IN CASE AN OUTBRAKE OF COVID-19 ON BOARD DURING THE PORT CALL**

The Port of Tallinn has contingency plans in place which will be implemented if a confirmed case is notified from the ship before or during its stay in Tallinn. These plans are available on request by cruise lines.

The Port of Tallinn will involve the cruise company, ship agent, Estonian authorities, to decide how the case should be handled in the most appropriate way.

Quarantine of persons infected with COVID-19 and not suffering from severe symptoms is expected to be arranged onboard or ashore by the cruise company, through its agent.

**Hotels are providing quarantine services in Tallinn.**

More information via ship-agency or contact: <https://ehrl.ee/en/>

#### **7. APPENDIXES**

Appendix 1: COVID-19 Health Protocol in Estonia