

FREEPORT OF RIGA



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# Management Plan to Mitigate Covid-19

VIRUS SPREADING RISK

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## Abbreviations

### Key terms and abbreviations

<b>Agent</b> .....	A designated representative of a cruise line or ship at the Freeport of Riga	<b>SEMS</b> .....	State Emergency Medical Service
<b>CE</b> .....	Cruise Europe	<b>PFSO</b> .....	Port Facility Security Officer
<b>CLIA</b> .....	Cruise Lines International Association	<b>FRA</b> .....	Freeport of Riga Authority
<b>EMSA</b> .....	European Maritime Safety Agency	<b>Freeport of Riga Covid-19 Plan</b> .....	Freeport of Riga Management Plan to Mitigate Covid-19 Virus Spreading Risk
<b>PPE</b> .....	Personal Protective Equipment	<b>Shore-Ex Agent</b> .....	A representative appointed by a cruise company to provide shore tourism excursion service during a cruise ship's call to the port
<b>VTSC</b> .....	Freeport of Riga Vessel Traffic Service Center	<b>CDPC</b> .....	Center for Disease Prevention and Control
<b>Ship Plan</b> .....	Developed by a cruise line Ship Plan to mitigate Covid-19 virus spreading risk on a cruise ship	<b>SKLOIS</b> .....	International cargo and logistics port information system
<b>LMA</b> .....	Latvian Maritime Administration		

## Plan development background

With the aim to mitigate the risk of Covid-19 virus spreading during a global pandemic and make it possible for cruise ships to gradually resume calling the Freeport of Riga, the Freeport of Riga Authority has developed a **Freeport of Riga Management Plan to Mitigate Covid-19 Virus Spreading Risk** (hereinafter referred to as the **Freeport of Riga Covid-19 Plan or the Plan**).

**The Freeport of Riga Covid-19 Plan** is designed to determine the minimum requirements to be met by all cruise ships visiting the Freeport of Riga. The Plan shall specify the parties involved in the reception of cruise ships (a ship, a Ship Agent, the Freeport of Riga Authority, VTSC, a Terminal, National Health Authorities, the State Border Guard, LMA, Shore-Ex Agent, etc.) to whom the provisions of the Plan shall be advisable to implement close cooperation for a cruise ship reception and to mitigate the risk of spreading Covid-19.

**The Freeport of Riga Covid-19 Plan** has been designed in compliance with the provisions of the national legislation of the Republic of Latvia, i.e. the Regulations of the Cabinet of Ministers (CM), as well as taking into account the recommendations for cruise safety provided by leading organizations and associations in the international cruise passenger and maritime industry.

**The Freeport of Riga Covid-19 Plan** has been drafted on the basis of the following laws, regulations and recommendations:

- regulations of the Cabinet of Ministers of the Republic of Latvia of 9 June 2020 No. 360 "Epidemiological Safety Measures for the Containment of the Spread of Covid-19 Infection" (as amended);
- *Council Recommendation (EU) 2020/912 on the temporary restriction on non-essential travel into the EU and the possible lifting of such restriction* <https://data.consilium.europa.eu/doc/document/ST-8822-2021-REV-1/en/pdf>
- EMSA 27.07.2020 guidelines - Covid-19: EU Guidance for Cruise Ship Operations, updated on 12.05.2021 (Revision 1);
- CLIA recommendations;
- Cruise Europe recommendations;
- experience and consultations of several ports in the Baltic Sea region.

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## Plan objective

**The Freeport of Riga Management Plan to Mitigate Covid-19 Virus Spreading Risk** is designed to reduce the risks and protect cruise ship passengers and the crew, the port personnel and the staff of companies providing services to ships, as well as the public from the spread of the virus.

**The Plan** development is based on the following concepts:

- identification of all parties involved and division of competencies/functions;
- timely planning, information coordination and operative exchange between the parties involved;
- designation of the main contact person in the port of Riga for the circulation of information related to the reception of a cruise ship and mitigation of the **Covid-19** virus spreading risks;
- definition of the **Covid-19** outbreak risk levels on board a cruise ship;
- development of a transparent algorithm for information flow and stakeholder operations;
- development of an emergency response model for cases where a **Covid-19** outbreak is registered on board and/or when shore-based medical assistance is required for the cruise ship passengers and/or crew.

In compliance with recommendations, provided by the EMSA **Covid-19: EU Guidance for Cruise Ship Operations** as well as by laws and regulations of the Republic of Latvia, the implementation of the objective includes the following measures:

- restriction of communication between the ship and shore-based personnel;
- ensuring social distancing (min. 2 meters);
- additional hygiene, disinfection and safety measures;
- informing the port personnel and all parties providing services to ships about precautionary measures and work with cruise ships;
- prevention of **Covid-19** outbreak before, during and after the ship's call;
- in case of **Covid-19** outbreak: testing and medical surveillance procedures, contact person identification and reporting procedures, isolation/quarantine requirements, provision of medical care and testing;
- emergency response when a **Covid-19** infection is suspected or confirmed on board a ship;
- ensuring efficient and fast communication between the involved parties (ship - ship Agent - VTSC - CDPC - SEMS - State Border Guard).



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## Responsible institutions and contact information

The Freeport of Riga Covid-19 Plan provides **procedures and measures** for cruise operations in the conditions caused by the Covid-19 pandemic. The said procedures and measures have been developed by FRA in cooperation with Latvian public health institutions – the *Center for Disease Prevention and Control (CDPC)* and the *State Emergency Medical Service (SEMS)*, as well as with the State Border Guard Riga Port Border Control Point and Riga Port terminals that receive and service cruise ships.

When the Ship is on its way to the port of Riga, at the berth in the port, as well as when leaving the port, in all situations when cases of infection of the ship's passengers and/or crew with the Covid-19 virus are detected, the ship shall immediately inform the ship's *Agent* as well as notify the port VTSC.

The ship's *Agent* shall be responsible for forwarding all information received from the *Ship* to VTSC and CDPC. If it is necessary to ensure the provision of emergency medical care, he/she shall contact SEMS.

### CONTACT DETAILS OF THE PARTIES PROVIDING A CRUISE SHIP RECEPTION (IN 24/7 MODE):

No.	Authority	Operation area	Contact person	Position	Telephone No	E-mail
1.	VTSC	Port management		Operator	+371 67 082 035	satiksme@rop.lv
2.	RBP	Port management	Arnis Šmits	Harbour Master	+371 67 082 000	captain@rop.lv;
3.	CDPC	Latvian public health institution		Epidemiologist on duty	+ 371 67 271 738 + 371 29 715 223 + 371 28 343 552	dezurants.riga@spkc.gov.lv
4.	SEMS	Latvian public health institution		Dispatcher	113 <b>Operational management center:</b> + 371 67 337 811 + 371 67 337 812 + 371 67 337 813 + 371 67 337 814	nmpd@nmpd.gov.lv ovc.dispecers@nmpd.gov.lv
5.	<b>Category II border checkpoint of the Port of Riga</b>	State Border Guard		Officer of the border control point of the port of Riga category II	+ 371 67 490 154	jto@rs.gov.lv
6.	<b>Riga Passenger Terminal</b>	Cruise ship terminal	Arnis Šmuksts	Port Facility Security Officer	+ 371 26 067 067	arnis.smuksts@rpo.lv
7.	<b>KS Terminal</b>	Cargo/Cruise ship terminal	Gatis Zvirgzdiņš	Port Facility Security Officer	+ 371 26 344 471	gatis@ksterminal.lv
8.	<b>Riga Central Terminal</b>	Cargo/Cruise ship terminal	Vasīlijs Gigels	Port Facility Security Officer	+371 27 011 189	vasilij.gigels@rto.lv

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## Minimum conditions to receive cruise ships

The Freeport of Riga Authority shall update the *Freeport of Riga Covid-19 Plan* in accordance with the decisions adopted by the Government of the Republic of Latvia, the Ministry of Health and its subordinate institutions as well as with the regulations issued by the said institutions to ensure compliance of the *Plan* with the current epidemiological situation in the country.

The FRA shall update the *Plan* in close cooperation with CDPC and SEMS, which shall provide recommendations on the changes and/or additions to be made in accordance with the current situation and the decisions and laws/regulations of the Government of the Republic of Latvia.

The Port of Riga shall receive and service cruise ships, which have a developed plan of measures to mitigate the spread of *Covid-19* and are strictly complying with it, the said plan shall have been preferably developed in accordance EMSA 27.07.2020 guidelines - *Covid-19: EU Guidance for Cruise Ship Operations* (updated on 12.05.2021).

With the aim to provide efficient implementation of the *Plan* and compliance with the requirements, *Covid-19* risk levels shall be defined (to describe the situation on board):

- **Level 1 – Low risk** of *Covid-19*: there are no persons with suspected or confirmed *Covid-19* on board.
- **Level 2 – Medium risk** of *Covid-19*: there is a small number of confirmed and/or suspected cases on board. Individual cases can be traceable by a limited number of contacts and the ship's capacity is adequate for testing and isolation measures.
- **Level 3 – High risk** of *Covid-19*: there are several individual infection cases on board that are not fully traceable.

When accommodating cruise ships in the Freeport of Riga, the parties providing for a ship reception shall comply with the principle of coordination and cooperation.

The following parties shall take part (be identified) in reception of every cruise ship in the Freeport of Riga: *Ship, Ship's Agent, VTSC, LMA, Terminal, CDPC, SEMS, ShoreEx Agent, etc.*

Responsibilities and obligations of the parties providing for reception of a cruise ship shall be specified well in advance before the arrival of the ship, but not later than 3 working days before the arrival of the ship in the port of Riga, which shall be the subject of the *Ship Plan* and the *Freeport of Riga Plan* coordination. It shall be the duty of the *Ship Agent* to send the *Freeport of Riga Plan* to the ship's Master/crew.

Before entering the port of Riga, the ship shall submit to the ship's agent the *Ship Management Plan to Mitigate Covid-19 Spreading Risk* and, if necessary, the ship's agent shall submit it to the responsible authorities. The *Ship Plan* shall contain the following minimum information:

- provision of isolation and quarantine requirements for passengers and the crew;
  - contact tracing algorithm;
  - adequate stock of personal protective equipment (PPE);
  - disinfection scheme;
  - appropriate laboratory testing algorithm and capacities;
  - medical surveillance scheme for contact persons.
- Upon receipt of the *Ship Plan*, the Ship Agent shall inform all parties involved in the ship reception in the Freeport of Riga (VTSC, LMA, State Border Guard, Terminal, ShoreEx Agent) about the Ship's requirements (e.g. negative test or vaccination certificate) for persons who will have to stay on board for the purpose of their immediate work responsibilities.
  - The Ship Master/crew shall notify about the health status of the crew or passengers on board. Notification shall be implemented through the ship's agent by entering the ship's *Maritime Declaration of Health* into the port information system SKLOIS and, if necessary, submitting additional information to the VTSC and CDPC.
  - If there is no suspicion of the infection spread on board (**Level 1**), the ship's call and the disembarkation/embarkation of passengers shall take place in accordance with the general rules applicable to travelers in the event of a COVID-19 pandemic.
  - If a Covid-19 case (s) is/are registered on board the Ship (**Level 2**), the Ship Agent shall additionally notify the CDPC of the said case(s) after entering the information in SKLOIS and shall act further on in accordance with the CDPC recommendations.

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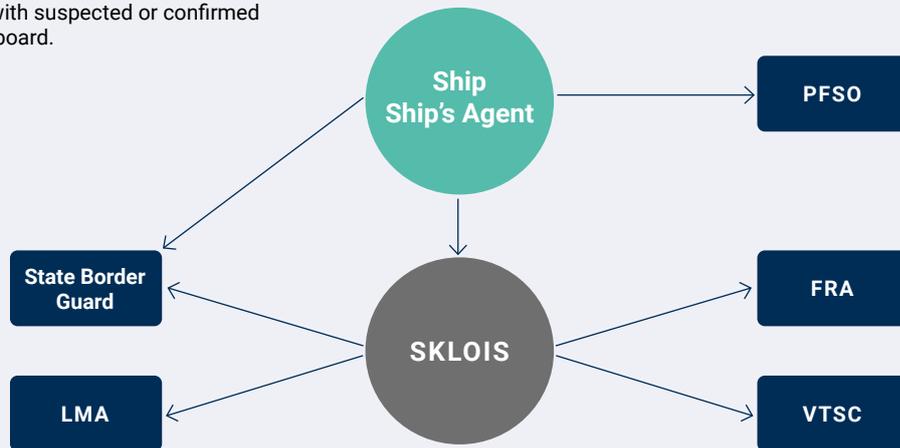


## Information flow when receiving cruise ships in the Freeport of Riga

The following is a scheme of the information flow, organizing the reception of a cruise ship at the Freeport of Riga depending on the identified level of Covid-19 spread risk.

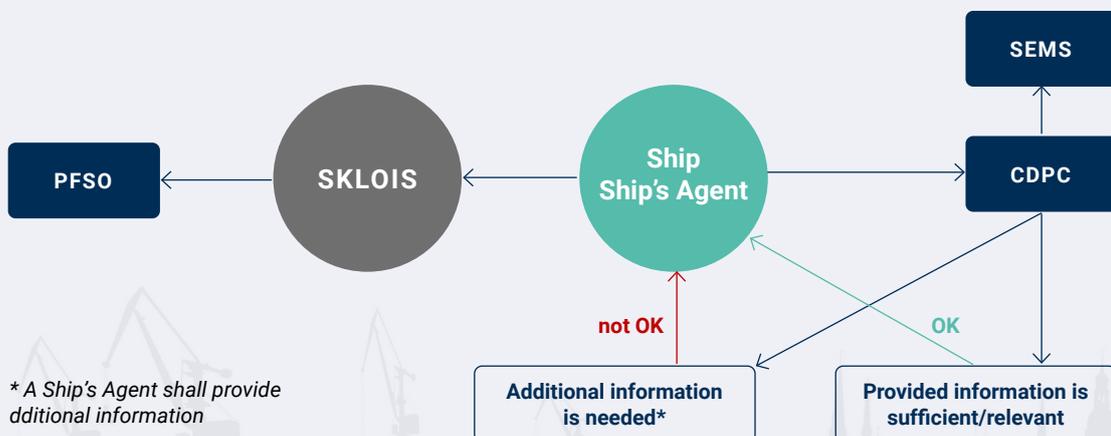
### Level 1 – Low risk of Covid-19:

no persons with suspected or confirmed Covid-19 on board.



### Level 2 – Medium risk of Covid-19:

A small number of confirmed and/or suspected Covid-19 cases on board. Individual cases can be traceable by a limited number of contacts and the ship's capacity is adequate for testing and isolation measures.



\* A Ship's Agent shall provide additional information

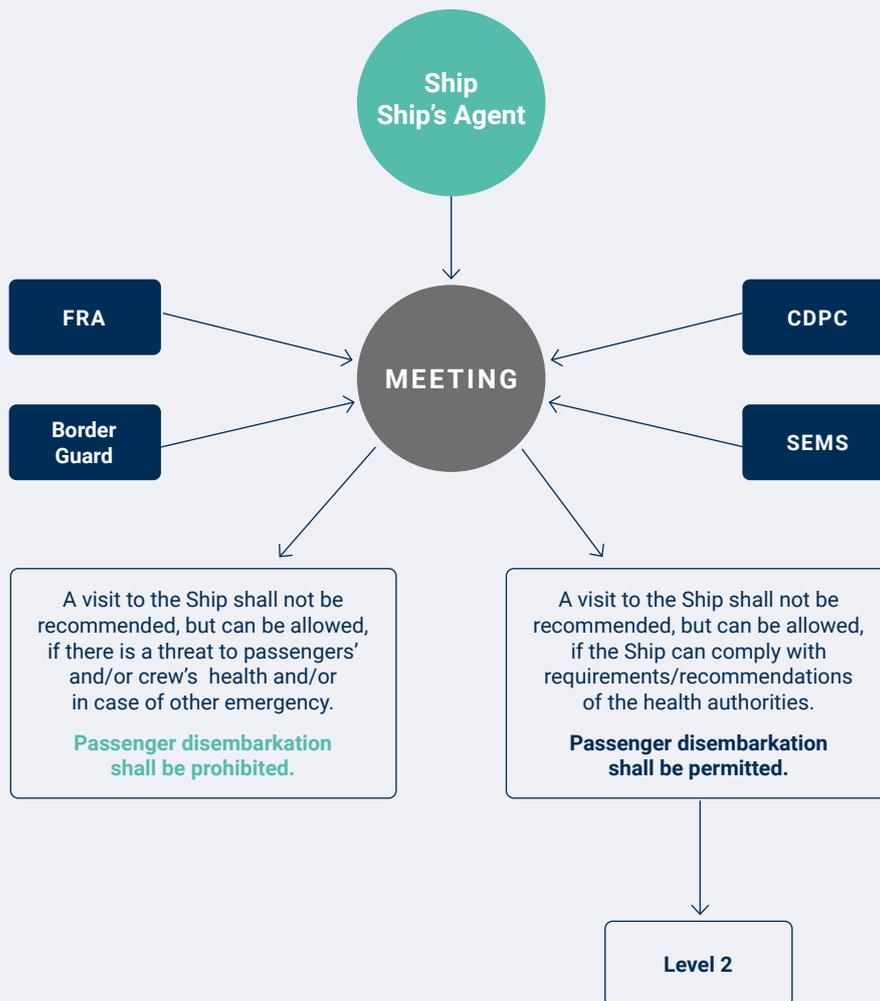
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## Level 3 – High risk of Covid-19:

several individual infection cases on board that are not fully traceable.



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## Measures and procedures at cruise ship terminals

1. The person responsible for compliance with the Freeport of Riga Covid-19 *Plan* and the contact person in case of emergency shall be the cruise ship terminal PFSO (see the section *Contact details*).
2. After mooring the cruise ship passengers/crew shall be directed to the tourist agents' buses and/or the exit from the port without crossing the terminal building. The duty of the ship's crew shall be to ensure the disembarkation of the Passengers, observing the rules of social distancing and using personal protective equipment (PPE) in accordance with the procedures established by the national government.
3. A two-way flow of passengers shall be organized in the berth area, where necessary, especially if there are several ships at berth at the same time. In places where it is not possible to place the relevant signs, the movement shall be organized by the *Terminal* security:
  - 3.1. At the exit/entrance to the *Terminal* area there shall be information about the requirements to be observed for mitigation of *Covid-19* spread;
  - 3.2. At the exit/entrance to the terminal area, two-way movement shall be strictly ensured/ controlled;
  - 3.3. Hand disinfectants shall be provided at the exit/entrance to the terminal area.
4. When returning to the terminal area, it shall be the responsibility of the travel agents and the ship's crew to ensure that Passengers embark in compliance with the social distancing measures and using PPE in accordance with national procedures.
5. All persons staying in the territory of the terminal for the performance of their direct duties shall comply with social distancing (2 m) and use PPE, especially in places where social distancing is not possible.
6. Persons with *Covid-19* infection symptoms shall be prohibited from staying in the terminal area. The most common symptoms of Covid-19 infection: fever; sore throat; dry cough; severe headache; fatigue (<https://covid19.gov.lv/covid-19/par-covid-19/simptomi>).
7. Local companies that provide supplies and technical services or collect ship-generated waste at the request of a ship shall comply with the epidemiological precautionary measures to mitigate *Covid-19* spread.
8. All local companies (and/or individual commercial operators) whose employees are in direct contact with cruise ship passengers and/or crew (e.g. Agents, guides, drivers, etc.) shall ensure compliance with the requirements of the *Plan* developed by the cruise line for *Covid -19* spread mitigation, as well as provide training/ briefing on relevant requirements to all contact personnel.
9. Unless otherwise required by the ship's crew, shore-based personnel shall not embark on the ship but shall ensure remote provision of all services.



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## Measures in case of Covid-19 outbreak

- In case there are persons infected with *Covid-19* (**Level 2**) on board who do not have severe symptoms, the vessel shall trace contact persons and ensure quarantine on board or ashore via the *Agent*, taking full financial responsibility for those persons' stay and/or treatment in the territory of Latvia.
- In case *Covid-19* infected persons (**Level 2**) with severe symptoms are on board, the ship, via an agent, shall arrange for the infected persons to be taken to the nearest appropriate medical facility and take full financial responsibility for all organizational measures and stay and/or treatment of persons in the territory of Latvia, as well as their repatriation.
- If after the ship's departure from the port of Riga, a case of *Covid-19* infection is detected on board the ship, the ship shall inform the ship's *Agent* in the port of Riga for further information delivery to the CDPC and further action as well as designation of contact persons.
- The ship *Agent* shall provide entry of information on the registered infection cases in SKLOIS filling the ship's *Maritime Declaration of Health* to inform the next port of call of the ship about the infection case (s) on board.
- In case there are several individual cases of *Covid-19* on board and there is a high risk of *Covid-19* spread (**Level 3**), the situation shall be assessed on an individual basis. In such a situation, an extraordinary online meeting shall be convened with the participation of representatives of the Freeport, CDPC, SEMS and the representative or agent of the ship concerned to take a decision.
- The ship's call may be canceled due to the rapid deterioration of the epidemiological situation in the Republic of Latvia, as a result of which a safe environment for the ship's passengers and crew cannot be guaranteed.

