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## CapMarine General Policy - COVID-19

NB: This is a dynamic document and may require updating according to COVID circumstances and Regulations in South Africa and Internationally\_10 Feb. 2021

### **Terms & Definitions:**

|                 |   |
|-----------------|---|
| H&S Officer:    | CapMarine Health & Safety Officer                   |
| HSE guidelines: | CapMarine Health, Safety and Environment guidelines |
| SFO:            | Scientific Fisheries Observer                       |
| MFO:            | Marine Fauna Observer                               |
| PAMO:           | Passive Acoustic Marine Operator                    |
| Observers:      | SFO, MFO and PAMO                                   |
| WHO:            | World Health Organisation                           |

### **General Precautionary procedures:**

- Work from home if possible
- Practice all standard infection protection and control precautions related to social distancing, self-isolation, hygiene (e.g. hand washing, avoid touching face, etc.) procedures in accordance with WHO, National or Local guidance at all times when at home or in public
- Seek immediate medical advice should you experience any cold or flu like symptoms
- Communicate your health status, should it change, with the H&S Officer and your current program coordinator

### **General Office procedures:**

- **Compulsory for all persons** accessing premises:
  - Register your Temperature and sign the COVID 19 Daily Temperature Register. If your temperature is equal to or higher than 37.5°C please return home and check/test yourself. Notify CapMarine H&S Officer and current program coordinator of your status
  - Hand washing upon arrival at the office
  - Wearing of Masks correctly (Mask to cover both nose and mouth) in shared spaces
- Maintain correct social distancing (1.5m) at all times with all other persons present in the building
- Hand washing or sanitizing regularly
- Deliveries to be checked and accepted outside of the office
- Shared office areas must always be well ventilated when occupied
- Staff working in offices are to keep the door closed and window/s open
- Communal work surfaces and door handles sanitized regularly
- Communal equipment such as telephone/s, printer/s, computers, cupboards etc. sanitized regularly
- Kitchen and bathroom appliances and surfaces sanitized regularly
- Demarcated space in the common area for stowing of SFO, MFO & PAMO/s personal gear
- SFO, MFO & PAMO/s personal gear to be stored and carried to vehicle by themselves

**SFO, MFO & PAMO/s Briefing, Deployment, Disembarking and Debriefing procedures:**

- **Pre-deployment:** SFO, MFO & PAMO/s are assigned a deployment telephonically after confirmation of health status, (Annexure A)  
Deployable Observers are instructed by the coordinator to strictly maintain current lockdown transport rules when travelling from home to the office on day of boarding
  - Public Taxi – limited passenger numbers, wearing of face masks, sanitize hands before and after journey
  - Public Train - maintained correct social spacing, sanitize hands before and after journey, wear face mask
  - Private vehicle/uber –wearing of face mask, sanitize hands before and after journey
- **Pre-deployment Briefing:** SFO, MFO & PAMO/s are to observe all relevant General Office policy procedures on arrival at the office
  - Compulsory hand wash upon arrival
  - Register your Temperature and sign the COVID 19 Daily Temperature Register. If your temperature is equal to or higher than 37.5°C please return home and seek medical attention. If necessary the coordinator will schedule a medical examination/phone call with a medical professional to evaluate or arrange for a test. Thereafter notify CapMarine H&S Officer and current program coordinator of your status

- Compulsory wearing of face mask
- Personal gear stowed in demarcated area
- Maintain correct social distancing with all persons present in the office
- Briefing with coordinator to include induction of fishing companies' COVID-19 protocols
- **Deployment:** Coordinators and SFO, MFO & PAMO/s to practice standard procedures when travelling between the office and the vessel company premises. Coordinators, SFO, MFO & PAMO/s are to wear the correct protective gear and adhere strictly to the vessel company shore side and vessel procedures upon arrival and during the deployment operation as well as CapMarine HSE Guidelines
- **In-trip communication:** Notify the Captain or First Mate if you observe that COVID 19 protocols are not being adhered to in shared spaces where you are required to work or eat (factory, bridge, mess, change rooms etc.). Notify the Captain or First Mate if you are experiencing any cold or flu-like symptoms and ensure that the relevant CapMarine coordinator receives notification from the vessel (complete HSE incident report)
- **Landing & Disembarkation:** SFO, MFO & PAMO/s and coordinators are to wear the correct protective gear and adhere strictly to the vessel company shore side and vessel procedures upon arrival and during the landing and disembarkation operation. Coordinators, SFO, MFO & PAMO/s are to practice standard procedures when travelling between the fishing company and the office
- **Debriefing:** Coordinators, SFO, MFO & PAMO/ s are to observe all relevant General Office policy procedures on arrival at the office
  - Have temperature taken, record and sign COVID 19 Daily Temperature register
  - Compulsory hand wash upon arrival
  - Compulsory wearing of face mask
  - Personal gear stowed in demarcated area
  - Maintain correct social distancing with all persons present in the office
  - If possible a full debriefing should take place the same day. Failing that an alternate date for either a face to face or skype meeting. Unnecessary travel should be avoided
  - Debriefing to include an update on the current WHO, National and Local COVID 19 protocols and a reminder to maintain them, as far as possible, whilst travelling home as well as in the home between trips
  - Debriefing with coordinator is to include feedback from SFO, MFO & PAMO/s on:
    - i. Adherence to company's COVID 19 protocols by vessel crew
    - ii. Known or reported suspected COVID 19 infections during deployment and resultant actions
  - Based on this feedback the coordinator may need to invoke precautionary steps to ensure SFO, MFO & PAMO/s COVID 19 health status (see Procedures for COVID 19 Testing and Quarantine below) and to provide feedback to the vessel company's COVID 19 coordinator
- **Post- deployment travel:** SFO, MFO & PAMO/s are to, wherever possible, strictly maintain current National and Local transport protocols when returning home

## **Procedures for COVID 19 Testing and Quarantine**

General procedures applicable to all staff

- Self isolate if you knowingly have had contact with or been in close proximity to a person or persons who have been tested positive for COVID 19 OR if you show signs or symptoms associated with COVID 19 (headache, nausea, sore throat, muscular pain etc.)
- Immediately inform the CapMarine H&S Officer of your status/action
- Seek and follow professional medical advice, inform your relevant supervisor and the CapMarine H&S Officer accordingly
- Follow professional medical advice closely until you are recovered (negative test outcome for COVID 19)
- To return to work a medical certificate is required stating a negative test outcome for COVID 19

Procedures applicable to SFO, MFO & PAMO/s who are infected during a deployment

- Report to the Captain and/or First Mate at the first sign of any symptoms
- Follow their advice and suggested protocols
- Inform your relevant supervisor and/or CapMarine H&S Officer as soon as possible
- Complete CapMarine H&S report

**Appendix: At-sea Emergency Medical Action Plan**

| <b>Severity of illness or injury</b> | <b>Medical condition</b>   | <b>Medication</b>   | <b>Report to</b>  | <b>First Action</b>                                   | <b>Follow-up Action and Reporting</b>  |
|--------------------------------------|--|---|---|---|--|
| <b>Minor illness</b>                 | Common cold/flu/seasick  | Self and/or vessel provided medication<br><br>Vitamins and relief medicines                                 | Captain or 1st Mate<br><br>Observer coordinator             | Monitor situation for reasonable period [3 to 5 days] | Report if illness affects work<br>Observer report when ok  |
| <b>Minor injury</b>                  | Small cuts, bruises or abrasions.<br><br>Little to no bleeding         | Self and/or vessel provided medication<br><br>[adhesive plaster, antiseptic cream]                          | Captain or 1 <sup>st</sup> Mate<br><br>Observer coordinator | Monitor situation for reasonable period [3 to 5 days] | Report if illness affects work<br>Observer report when ok  |
| <b>Persistent illness</b>            | Debilitating illness<br><br>cold/flu/seasick/fatigue/COVID 19 symptoms | Advanced vessel assisted medication<br><br>[Administer medication or antibiotics by vessel medical officer] | Captain or 1 <sup>st</sup> Mate<br><br>Observer coordinator | Medical advice from vessel company doctor             | Advanced treatment on advice from vessel company doctor<br><br>Vessel medical assistance depending on capabilities of vessel medical officer |

| <b>Severity of illness or injury</b>                        | <b>Medical condition</b>   | <b>Medication</b>  | <b>Report to</b>   | <b>First Action</b>                          | <b>Follow-up Action and Reporting</b>  |
|---|--|--|--|--|--|
| <b>Serious injury</b>                                       | Wounds requiring stitches.<br><br>Possible Internal injuries, bruising etc.  | Advanced vessel medical assistance   | Captain and 1 <sup>st</sup> Mate<br><br>Observer coordinator | Medical advice from vessel company doctor    | Advanced treatment on advice from doctors<br><br>Vessel medical assistance depending on capabilities of vessel medical officer<br><br>Consider options for repatriation to shore |
| <b>Serious life threatening injury or medical condition</b> | Cold/flu/seasick not responding to medication, possible COVID 19 infection or Pneumonia<br><br>Wounds requiring stiches or going septic, broken bones, internal injury, heart attack or stroke | Advanced vessel medical assistance, to stabilise situation.<br><br>Isolation in sick bay or cabin. | Captain and 1 <sup>st</sup> Mate<br><br>Observer coordinator | Initiate Medivac<br>Vessel to return to port | Medivac<br>Repatriation to port  |