



## MARITIME AND PORT AUTHORITY OF SINGAPORE

### PORT MARINE CIRCULAR NO. 16 OF 2020

23 Mar 2020

Harbour Craft Community  
Pleasure Craft Community  
Shipping Community

### **MARITIME DECLARATION OF HEALTH**

1. This circular, which will come into effect from 23 March 2020, 2359hrs, brings to the attention of the National Environment Agency's (Port Health Office) requirements for all vessels arriving Port of Singapore to submit the Maritime Declaration of Health to the Port Health Office.
2. This declaration is part of the measures to prevent the spread of Coronavirus Disease 2019 (COVID-19) into Singapore. It must be submitted to the National Environment Agency's (Port Health Office) 12 hours before arrival at Port of Singapore.
3. These requirements are listed in National Environment Agency's (Port Health Office) circular as attached in **ANNEX A**. The Maritime Declaration of Health Form is attached in **ANNEX B**.
4. The master of the ship is recommended to implement the following additional precautionary measures:
  - a. Educate crew/passengers of the symptoms of COVID-19, which are:
    - i. Fever (i.e. temperature above 37.5 degree Celsius);
    - ii. Runny nose;
    - iii. Cough; and
    - iv. Shortness of breath

- b. Carry out daily temperature checks for all crew/passengers at least twice daily;
  - c. Isolate unwell crew/passengers when his/her temperature is above 37.5 degree Celsius. The unwell crew/passengers should also wear a mask; and
  - d. Disinfect common areas and rooms in the vessel before arrival in Singapore. The disinfection may be conducted by the ship's crew en-route to Singapore. You can refer to the Interim Guidelines for Environmental Cleaning and Disinfection of Areas Exposed to Confirmed Case(s) of COVID-19 in Non-Healthcare Premises issued by NEA for guidance on the disinfection protocols, if needed. See **ANNEX C**.
5. Any queries relating to this circular should be directed to the Port Health Office at Tel: (65) 6222-2585.
6. The Port Marine Circular 14 of 2020 dated 20 Mar 2020 will be cancelled on 23 March 2020, 2359hrs.

CAPT KEVIN WONG  
PORT MASTER  
MARITIME AND PORT AUTHORITY OF SINGAPORE

## ANNEX A



Central Regional Office  
4545 Jalan Bukit Merah  
Singapore 159466  
www.nea.gov.sg

23 March 2020

Shipping Community,

### COMPULSORY MARITIME HEALTH DECLARATION BY VESSELS

1. In view of the COVID-19 situation, Port Health Unit/ NEA will be implementing additional measures to guard against the virus in Singapore.

2. As part of the measures to prevent the spread of the COVID-19 virus, all arriving vessels are required to submit the following documents to the Port Health Unit/ Central Regional Office 12 hours before arrival at Port of Singapore:

- a) The Maritime Declaration of Health Form;
- b) Crew list / Passenger list;
- c) Current copy of Ship Sanitation Certificates; and
- d) Last 10 ports of call list
- e) List of all passengers & crew members with temperature above 37.5 degree Celsius

The stated documents must be submitted regardless whether there are any sick passengers or crew on board.

3. The master of the ship is to conduct temperature checks for all passengers and crew members no earlier than 2 hours before arrival and provide the list of passengers/ crew members with temperature measured above 37.5 degree Celsius to Port Health Office, National Environment Agency.

4. The Maritime Declaration of Health Form and other documents should be submitted to the Port Health Unit/ Central Regional Office and Maritime and Port Authority of Singapore via:

- a) Fax: 62228543
- b) Email: Port\_Health\_CRO@nea.gov.sg
- c) Email: isps@mpa.gov.sg

5. In view of the escalated novel coronavirus (COVID-19) situation, Port Health officers are unable to carry out ship inspections for the issuance of Ship Sanitation Certificate (SSC). Port Health will cease processing of applications for SSC all arriving vessels with effect from 23 Mar 2020, 2359hrs until further notice.

6. Should you have further queries, please contact Port Health Unit at Tel: (65) 6222-2585 or email (Port\_Health\_CRO@nea.gov.sg).

Yours faithfully,

NASIR MAIDEEN  
DY HEAD  
CENTRAL REGIONAL OFFICE  
NATIONAL ENVIRONMENT AGENCY

The MDH must be completed and submitted a maximum of 12 hours before arrival, with an update, if the health status of any one on board changes

### MARITIME DECLARATION OF HEALTH

To be completed and submitted to the competent authorities by the masters of ships arriving from foreign ports.

Submitted at the port of ..... Date .....

Name of ship or inland navigation vessel .....Registration/IMO No .....

arriving from ..... sailing to .....

(Nationality)(Flag of vessel) ..... Master's name .....

Gross tonnage (ship) .....

Tonnage (inland navigation vessel) .....

Valid Sanitation Control Exemption/Control Certificate carried on board? Yes ..... No ..... Issued at ..... date .....

Re-inspection required? Yes ..... No .....

Has ship/vessel visited an affected area identified by the World Health Organization? Yes ..... No .....

Port and date of visit .....

List ports of call from commencement of voyage with dates of departure, or within past thirty days, whichever is shorter:

.....  
 .....  
 .....

Upon request of the competent authority at the port of arrival, list crew members, passengers or other persons who have joined ship/vessel since international voyage began or within past thirty days, whichever is shorter, including all ports/countries visited in this period (add additional names to the attached schedule)

(1) Name .....joined from: (1) .....(2) .....(3) .....

(2) Name .....joined from: (1) .....(2) .....(3) .....

(3) Name .....joined from: (1) .....(2) .....(3) .....

Number of crew members on board .....

Number of passengers on board .....

#### Health questions

- (1) Has any person died on board during the voyage otherwise than as a result of accident? Yes .... No .....  
If yes, state particulars in attached schedule. Total no. of deaths .....
- (2) Is there on board or has there been during the international voyage any case of disease which you suspect to be of an infectious nature?  
Yes..... No..... If yes, state particulars in attached schedule.
- (3) Has the total number of ill passengers during the voyage been greater than normal/expected? Yes .... No .... How many ill persons? .....
- (4) Is there any ill person on board now? Yes ..... No ..... If yes, state particulars in attached schedule.
- (5) Was a medical practitioner consulted? Yes ..... No ..... If yes, state particulars of medical treatment or advice provided in attached schedule.
- (6) Are you aware of any condition on board which may lead to infection or spread of disease? Yes ..... No .....  
If yes, state particulars in attached schedule.
- (7) Has any sanitary measure (e.g. quarantine, isolation, disinfection or decontamination) been applied on board? Yes ..... No .....  
If yes, specify type, place and date .....
- (8) Have any stowaways been found on board? Yes ..... No ..... If yes, where did they join the ship (if known)? .....
- (9) Is there a sick animal or pet on board? Yes ..... No .....

Note: In the absence of a surgeon, the master should regard the following symptoms as grounds for suspecting the existence of a disease of an infectious nature:

- (a) fever, persisting for several days or accompanied by (i) prostration; (ii) decreased consciousness; (iii) glandular swelling; (iv) jaundice; (v) cough or shortness of breath; (vi) unusual bleeding; or (vii) paralysis.
- (b) with or without fever: (i) any acute skin rash or eruption; (ii) severe vomiting (other than sea sickness); (iii) severe diarrhea; or (iv) recurrent convulsions.

I hereby declare that the particulars and answers to the questions given in this Declaration of Health (including the schedule) are true and correct to the best of my knowledge and belief.

Date .....

Signed .....

Master

Countersigned .....

Ship's Surgeon (if carried)

## ATTACHMENT TO MODEL OF MARITIME DECLARATION OF HEALTH

Name	Class or rating	Age	Sex	Nationality	Port and date joined ship/vessel	Nature of illness	Date of onset of symptoms	Reported to a port medical officer?	Disposal of case*	Drugs medicines or other treatment	Comments

*State:*

- 1) Whether the person recovered, is still ill or died; and*
- 2) Whether the person is still on board, was evacuated (including the name of the port or airport), or was buried at sea.*



### **Interim Guidelines for Environmental Cleaning and Disinfection of Areas Exposed to Confirmed Case(s) of COVID-19 in Non-Healthcare Premises**

This document provides guidance by the Ministry of Health (MOH) and the National Environment Agency (NEA), of Singapore, to assist owners or operators of non-healthcare premises to carry out environmental cleaning, for areas exposed to confirmed case(s) of Coronavirus Diseases (COVID-19) in non-healthcare premises.

**This will apply to premises where a confirmed case has resided or has been present for a substantial period of time.**

For areas with only transient exposure to confirmed cases, please refer to the "Interim Guidelines for Environmental Cleaning and Disinfection of Areas with Transient Exposure to Confirmed Case(s) of COVID-19".

This is an interim guidance, as transmission dynamics for the COVID-19 are yet to be fully determined. This document has been adapted from guidance documents from the Ministry of Health (MOH)<sup>1</sup>, Singapore and the World Health Organisation (WHO)<sup>2</sup>.

#### **A. Cleaning agents and disinfectants**

1. As the virus can survive on surfaces of different materials for at least 2 to 3 days, surfaces potentially contaminated with novel coronavirus should be sanitised.
2. An appropriate disinfectant with indication of effectiveness against coronaviruses can be used. Disinfectants should be prepared and applied in accordance with the manufacturer's recommendation. Ensure that appropriate contact time is given before removing any disinfected materials. Please refer to the "Interim List of Household Products and Active Ingredients for Disinfection of COVID-19 Virus" for a list of disinfectants that can be used.
3. Bleach can be used as a disinfectant for cleaning and disinfection (dilute 1 part bleach in 49 parts water, 1000 ppm or according to manufacturer's instructions). Bleach solutions should be prepared fresh. Leaving the bleach solution for a contact time of at least 10 minutes is recommended.
4. Alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal.

#### **B. Protective Personal Equipment (PPE) to wear while carrying out cleaning and disinfection works**

1. Wear disposable gloves, disposable long-sleeved gowns, eye goggles or a face shield, and an N95 mask.
2. Avoid touching the nose and mouth (goggles may help as they will prevent hands from touching eyes).
3. Gloves should be removed and discarded if they become soiled or damaged, and a new pair worn.
4. All other disposable PPE should be removed and discarded after cleaning activities are completed. Eye goggles, if used, should be disinfected after each use, according to the manufacturer's instructions.

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<sup>1</sup> Ministry of Health, Singapore. (2014). MOH Pandemic Readiness and Response Plan for Influenza and other Acute Respiratory Diseases

<sup>2</sup> World Health Organization. (2019). Infection Prevention and Control during Health Care when Novel Coronavirus (nCoV) Infection is Suspected. WHO/2019-nCoV/IPC/v2020.1

5. When in doubt, refer to guidance documents for the proper donning and doffing of PPE<sup>3</sup>.
6. Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning.

*N.B.: Masks are effective if worn according to instructions and properly fitted. Masks should be discarded and changed if it becomes physically damaged.*

**C. Cleaning guidelines for areas exposed to confirmed case(s) of COVID-19 in non-healthcare premises**

1. Where possible, seal off areas where the confirmed case has visited, before carrying out cleaning and disinfection of the contaminated environmental surfaces. This is to prevent unsuspecting persons from being exposed to those surfaces.
2. When cleaning areas where a confirmed case has been, cleaning crews should be attired in suitable PPE (see Section B above). Gloves should be removed and discarded if they become soiled or damaged, and a new pair worn. All other disposable PPE should be removed and discarded, after cleaning activities are completed. Goggles, if used, should be disinfected after each use, according to manufacturer's instructions. Hands should be washed with soap and water immediately after the PPE is removed.
3. Keep cleaning equipment to a minimum.
4. Keep windows open for ventilation, where workers are using disinfectants.
5. Mop floor with disinfectant or the prepared bleach solution.
6. Wipe all frequently touched areas (e.g. lift buttons, hand rails, doorknobs, arm rests, seat backs, tables, air/ light controls, keyboards, switches, etc.) and toilet surfaces with chemical disinfectants (use according to manufacturer's instructions) and allow to air dry. Bleach solution (dilute 1 part bleach in 49 parts water, 1000 ppm or according to manufacturer's instructions) can be used. Alcohol (e.g. isopropyl 70% or ethyl alcohol 70%) can be used for surfaces, where the use of bleach is not suitable.
7. Clean toilets, including the toilet bowl and accessible surfaces in the toilet with disinfectant or bleach solution.
8. Wipe down all accessible surfaces of walls as well as blinds with disinfectant or bleach solution.
9. Remove curtains/ fabrics/ quilts for washing, preferably using the hot water cycle. For hot-water laundry cycles, wash with detergent or disinfectant in water at 70°C for at least 25 minutes. If low-temperature (i.e. less than 70°C) laundry cycles are used, choose a chemical that is suitable for low-temperature washing when used at the proper concentration.
10. Arrange for a cleaning contractor to properly disinfect the mattresses, pillows, cushions or carpets that have been used by the person who has been confirmed to have the COVID-19.
11. Repeat mopping the floor with the prepared disinfectant or bleach solution.
12. Discard cleaning equipment made of cloths and absorbent materials, e.g. mop head and wiping cloths, into biohazard bags after cleaning and disinfecting each area. Wear a new pair of gloves and fasten the double-bagged biohazard bag with a cable tie.
13. Disinfect non-porous cleaning equipment used in one room, before using for other rooms. If possible, keep the disinfecting equipment separated from other routine equipment.

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<sup>3</sup> World Health Organization. (2008). How to Put On and Take Off Personal Protective Equipment. Retrieved from World Health Organisation website: [https://www.who.int/csr/resources/publications/PPE\\_EN\\_AIsl.pdf](https://www.who.int/csr/resources/publications/PPE_EN_AIsl.pdf)



14. Disinfect buckets by soaking in disinfectant or bleach solution, or rinse in hot water before filling.
15. Discard equipment made of cloths/ absorbent materials (e.g. mop head and wiping cloths) after cleaning each area, to prevent cross contamination.
16. Disinfectant or bleach solution should be applied to surfaces using a damp cloth. They should not be applied to surfaces using a spray pack, as coverage is uncertain, and spraying may promote the production of aerosols. The creation of aerosols caused by splashing liquid during cleaning should be avoided. A steady sweeping motion should be used when cleaning either floors or horizontal surfaces, to prevent the creation of aerosols or splashing. Cleaning methods that might aerosolize infectious material, such as the use of compressed air, must not be used.
17. Leave the disinfected area and avoid using the area the next day.
18. Biohazard bags should be properly disposed of<sup>4</sup>, upon completion of the disinfection work.

**D. Precautions to take after completing the clean-up and disinfection of the affected area**

1. Cleaning crews should wash their hands with soap and water immediately after removing the PPE, and when cleaning and disinfection work is completed.
2. Discard all used PPE in a double-bagged biohazard bag, which should then be securely sealed and labelled.
3. The crew should be aware of the symptoms and should report to their occupational health service if they develop symptoms.

**E. List of cleaning companies that can carry out disinfection works**

If you are not able to adhere to the suggested disinfection methods above, you may wish to consider engaging the following cleaning company to carry out disinfection works:

Company Name	Email	Hotline	Website
1 Plus Private Limited (Whissh)	contact@whissh.com.sg	6221 8626	
ACMS Facilities Management Pte Ltd	sales@acmsfacilities.com.sg	6363 2230	www.acmsfacilities.com.sg
Anergy Building Services Pte Ltd	sales@anergy.com.sg	6738 4989	
Aras Development Pte Ltd	enquiries@arasgrp.com	6782 2140	
Art of Cleaning Pte Ltd	sales@artofcleaning.com.sg	9886 0178	www.artofcleaning.com.sg
Avon Cleaning Services Pte Ltd	disinfect@avongroup.com.sg	6591 8886	
Bernice Management Pte Ltd	enquire@bernicemgmt.com	9119 7321	
Bestway Cleaning Services Pte Ltd	bestway1@singnet.com.sg	6562 0369	
Big Red Pte Ltd	charn@bigred.com.sg	6241 9443	https://www.bigred.com.sg
BNL Services Pte Ltd	sales@bnl.sg	6786 7789	
CBM Pte Ltd	douglas@cbm.com.sg		https://www.cbm.com.sg/cleani ng
Chye Thiam Maintenance Pte Ltd	feedback@chyethiam.com	6281 8866	
Clean Lab Pte Ltd	hello@cleanlab.com.sg	6741 1522	www.cleanlab.com.sg
Clean Solutions Pte Ltd	enquire@cleansolutions.com.sg	6471 0880	
Cleaning Express Pte Ltd		6841 4498	

<sup>4</sup> Refer to the list of licensed biohazard waste collectors: <https://www.nea.gov.sg/our-services/pollution-control/hazardous-waste/toxic-waste-control>

Company Name	Email	Hotline	Website
Cleanmage Pte Ltd	admin@cleanmage.com.sg	6515 8754	
Conrad Maintenance Services Pte. Ltd.	sales@conrad.sg	6561 8992	
COSEM Safety and Security Services Pte Ltd	Khairul@cosem.org.sg	8298 8242	<a href="http://www.cosem.org.sg/">http://www.cosem.org.sg/</a>
CSP Maintenance Pte Ltd		6570 0138	<a href="http://www.cspmaintenance.com">www.cspmaintenance.com</a>
Dream Sparkle Pte Ltd	dreamsparkle.pl@gmail.com	6358 3892	<a href="https://dream-sparkle.com/">https://dream-sparkle.com/</a>
Duyen Cleaning Services Pte Ltd	admin@duyencleaningservices.com	8818 8368 / 8618 8812	
Eng Leng Contractors Pte Ltd	genbee_tee@engleng.com.sg	6250 4328	
Horsburgh Integrated Services Pte Ltd	winson.soh@horsburgh.sg	6273 0223	
Infocus Integrated Engineering Pte Ltd	jonathan.xiao@infocusintegrated.com.sg	6250 2252	
ISS Facility Services Pte Ltd	sales.marketing@sg.issworld.com	6622 2712 / 6622 2790	
Jusclean Services	info@sanondaf.sg	6286 9866	<a href="http://www.sanondaf.sg">www.sanondaf.sg</a>
Kingston Services & Supply Pte Ltd	kennykong@kingstonss.com.sg	6841 6048	
LumiAir Pte Ltd	sales@lumiAir.com.sg	8877 3311	<a href="http://www.lumiAir.com.sg">www.lumiAir.com.sg</a>
Marvel Clean Pte Ltd	thong@marvelclean.sg	9090 5850	
Ministry of Clean Pte Ltd	moc@moc.sg	6747 0444	<a href="http://www.moc.sg">www.moc.sg</a>
Ramky Cleantech Services Pte Ltd	contactus@ramky.com.sg	6876 5400	
Razor Solutions Pte Ltd		6752 2212	<a href="http://www.successforever.com.sg">www.successforever.com.sg</a>
Renmekleen Services Pte Ltd	enquiry@renmekleen.com.sg	6377 0688	
Sergent Services Pte Ltd	enquiry@sergent.com.sg	6570 6733	
Servcare Services Pte Ltd	admin@servcare.com.sg	6769 1600	
Shiners Facilities Pte Ltd	Poonam@shiners.com.sg	9877 7961	
Spic & Span Pte Ltd	enquiry@snsproperties.asia	6737 8919	
Sun City Maintenance Pte Ltd	enquiry@sun-city.com.sg	6223 0022 / 9144 0052	
TSM Group Pte Ltd	info@tsmgpl.com	6253 1793 / 9129 3544	<a href="http://www.tsmgpl.com">www.tsmgpl.com</a>
UEMS Solutions	zhang.qiang@uemsgroup.com	6818 3600	
UTXO Enterprises	sales@utxoenterprises.com	9725 5825	<a href="https://www.utxoenterprises.com/">https://www.utxoenterprises.com/</a>
Weishen Industrial Services Pte Ltd	felix_chen@weishen.com.sg	9026 2509	

*Note: The list is for reference only and is non-exhaustive. NEA neither endorses the companies, nor the views they express or the products/services they offer.*

Revised on 28 February 2020