

INTRODUCTION

This document has been created for the Marine Industry specifically to, Crewed Yachts and Mega yachts, to provide current information on the COVID-19 disease and guidelines that assist in limiting its spread within the population. The advice is built on present global scientific data and expertise opinions. The intent of this document is to minimize vectors for the transmission of COVID-19. While no one system will be 100% effective, professional mariners are encouraged to use common sense and frequent risk assessment to adapt. It is known that the crew will be in close contact with their passengers in order to deliver their product, however all reasonable methods should be utilized to prevent vectors between the same. The vessel is perceived as a “bubble” and all on board are first degree contacts with each other in the event of contact tracing. Subsequently, additional measures should be considered in order to further isolate the “bubble” of personnel on board from the other residents and visitors ashore in all instances.

GENERAL

1. The British Virgin Islands’ COVID-19 hotline is 1 (284) 852-7650.
2. Be informed and stay updated about the COVID-19 disease and its impact locally, regionally and globally.
3. Work with local health authorities in combating the spread of the disease. Source up-to-date, credible information via the Government of The Virgin Islands website (<https://gov.vg/covid-19>), Caribbean Public Health Agency (CARPHA) website (www.CARPHA.org), Center of Disease Control (CDC) website (<https://bit.ly/3iAdQVY>) or World Health Organization (W.H.O) website (<https://bit.ly/3d3S4Zy>)
4. Encourage crew to follow pre-established quarantine protocols listed in the approved risk assessment if they are sick and experiencing signs or symptoms of COVID-19 to avoid the chance of infecting other people on board:
 - Clinically extremely vulnerable individuals should be strongly advised not to come on board.

GENERAL
(CONT'D)

5. Inform the Captain if there is a sick crew member on board with COVID-19. When necessary, crew must disembark and self-isolate for the required amount of time from the onset of symptoms to be symptom-free for a minimum of three days without medication.
6. All crew shall report promptly to the Captain or local health authority of any suspected COVID-19 cases on board.
7. Provide educational material to crew relating to the virus and the COVID-19 disease to assist with:
 - recognising associated signs and symptoms
 - how the disease is transmitted
 - safe handling of any potential exposure to the disease
 - the difference between cleaning and disinfecting
 - the types of surfaces and length of time the disease can survive on surfaces et cetera.
8. All crew shall be trained in the relevant COVID-19 safety protocols that include frequent passenger contact.
9. Crew shall adhere to all new procedures related to COVID-19 such as:
 - Cleaning and disinfecting of high-touch surfaces
 - Reporting passengers or crew with symptoms and exposure history compatible with COVID-19 and social distancing measures, where possible.
10. Crew shall be informed about and trained in the necessary steps of reporting passengers or other crew who may have symptoms and exposure history compatible with COVID-19 to the relevant health authorities.
11. If a suspected COVID-19 case is identified on board, follow the safety protocols established for safe quarantine. Basic cleaning and

GENERAL (CONT'D)

disinfecting agents will suffice in killing the virus and other pathogenic microorganisms.

12. Staff must always have access to the necessary personal protective equipment (PPE) for use.

13. Maintain records in a logbook that will assist in tracing who has been in contact with any confirmed COVID-19 case on board. Review and implement record keeping processes of passengers and crew movements. Keep these records for a minimum of 90 days. Records such as passenger embarkation, crew rosters, and navigations logs are useful in this regard.

DESIGNATED COVID-19 HEALTH & SAFETY STAFF

Each operating business and/or premises should designate a COVID-19 Health and Safety Officer (COVID-19 Officer).

On a vessel with less than 15 people on board, the Captain will take on the role of overseeing COVID-19 protocols, while on vessels with 15 or more persons on board this responsibility can be formally delegated by appointing a dedicated officer.

COVID-19 OFFICER RESPONSIBILITIES

This Officer is responsible for implementation of COVID-19 protocols, and any issues related thereto.

1. Develop, maintain and implement:

- a. Standard hygiene and sanitising procedures (including schedules / logbooks as needed) per area/facility/vehicle category etc.
- b. Special area cleaning procedures - as required
- c. Capacity limits and controls
- d. Physical distancing plans, where appropriate

COVID-19 OFFICER RESPONSIBILITIES (CONT'D)

- e. Guest/visitor/passenger/client (GVPCs) procedures
- f. Crew procedures
- g. PPE standards for crew
- h. PPE standards for GVPCs
- i. Procedures for crew with symptoms, and /or suspected COVID-19
- j. Procedures for GVPCs with symptoms, and /or suspected COVID-19
- k. Monitoring the implementation of the protocols and the effectiveness of the measures undertaken

2. Monitoring overall compliance, identifying and correcting gaps, and adapting the plan to practical experience
3. Monitoring compliance with correct PPE usage.
4. Maintain crew and guest/client/visitor/passenger health records
5. Maintain and checks logs of cleaning activities
6. Maintain and manage stock and use of PPE
7. Oversight of all crew and passenger training and information provision
8. Independent Third-Party Hygiene Audits - as required
9. Independent Third-Party decontamination cleans - as required

The COVID-19 Officer must keep up to date with information from the Ministry of Health, the Environmental Health Department and BVI Tourist Board in order to keep abreast of any latest developments with respect to recommendations and guidelines for travel, tourism and hospitality operations during the COVID-19 pandemic.

OVERSIGHT

A. Scheduled Regulation

The BVI Tourist Board will schedule inspections to ensure adherence to the current protocols. Electronic notice will be sent to the email address provided by the Travel or Tourism Business giving at least three working days before the scheduled inspection. Rescheduling of

OVERSIGHT (CONT'D)

inspections will be at the discretion of the Director of Tourism or his/her designate but will take into consideration the vessel's commercial operating schedule, where possible.

B. Unscheduled Regulation

Unscheduled spot inspections will be conducted by the Government of the Virgin Islands Social Distancing Taskforce in accordance with the relevant Statutory Instruments governing its existence.

C. Ramifications of Non-Compliance

Non-Compliance with Gold Seal Standards and Protocols will result in the business being fined in accordance with the ...

UNDERSTANDING BUSINESS RISKS AND RISK MANAGEMENT

Tourism Businesses must seek to reduce risk to the lowest reasonably practicable level by taking preventative measures.

Employers:

1. Have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures; and
2. Must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.
3. Must pay attention to employees who are at risk / vulnerable to COVID-19.
4. Must establish procedure for daily screening of crew and passengers
5. Must identify a quarantine area for both crew/passengers who display symptoms before they can be disembarked (where possible).
6. Must submit daily report to the Epidemiology Unit on health status of passengers and crew.
7. Must establish procedures for contact tracing.
8. Should complete a COVID-19 risk management plan before requesting an inspection to approve their operation; This plan must be submitted to the BVI Tourist Board for review and appraisal prior to opening. The plan must include detailed measures to be implemented in order to address all areas of operation thereby mitigating the spread

UNDERSTANDING BUSINESS RISKS AND RISK MANAGEMENT (CONT'D)

of COVID-19 among passengers and crew, taking into consideration but not limited to the following:

1. The risk management plan must establish details for social distancing (where possible) and use of PPEs for all appropriate areas.
 2. The risk management plan must be adaptable.
 3. The risk management plan must continuously be integrated into crew orientation and crew/passenger briefing.
 4. The risk management plan should limit face to face interactions between crew and passengers, where possible by encouraging the use of various technologies.
 5. The risk management plan must take into consideration passengers from areas which are considered high risk for COVID-19 and a system for checking on passenger welfare.
 6. The risk management plan should outline procedures for handling the management of potentially contaminated linen and clothing items.
 7. The risk management plan should outline procedures for solid waste management including biomedical waste.
 8. The risk management plan must make provisions for more frequent cleaning and sanitizing of equipment used in the handling and dispensing of foods.
- The risk management plan must make provisions for the containment of a potentially infected passengers/crew so as not to place other persons on board at unnecessary risk until they can be disembarked.
9. The risk management plan must make provisions for the disembarking and transfer of potentially infected persons to a quarantine facility.

**VISITORS
PROTOCOL:
WHAT OUR
VISITORS COMMIT
TO BEFORE
ARRIVAL IN BVI**

Will be shared upon Cabinet Approval



BVI LOVE
BRITISH VIRGIN ISLANDS

GENERAL GUIDANCE ON HYGIENE, PPE, SANITATION AND SOCIAL DISTANCING:

1. No-touch garbage containers should be utilized, where possible.
2. High-touch surfaces, tools and equipment (desks, tables, chairs, knobs, switches, door handles, room appliances, handrails, sinks, etc.) must be disinfected at least three times per day
3. Ensure that adequate signage is placed in common areas to inform about protocols and give reminders and guidelines on required behaviour, general etiquette and activity for the safety of all.
4. Handwashing with soap and water is the preferable method of hand hygiene. Alcohol-based hand sanitizer should be provided when handwashing facilities are inconvenient. Either should be available in common areas.
5. Hand wash stations and restroom sinks must always be equipped with the necessary sanitary supplies such as:
 - Running water.
 - Liquid (or foam) soap. Touch-less automatic soap dispenser, where possible. Antibacterial soap is not required.
 - Disposable paper towel.
 - An appropriate waste receptacle.
6. Provide a clear, step by step signage for hand washing at hand wash stations as well as in passenger and crew heads. The signage should indicate the following:
 - Wet your hands with clean, running water (warm or cold), turn off the tap and apply soap.
 - Lather your hands by rubbing them together vigorously with the soap. Lather the back of the hands, between the fingers, thumbs, up to the wrists and under your nails.
 - Scrub your hands for at least 20 seconds. The “Happy Birthday” song from beginning to end twice can assist with



GENERAL GUIDANCE ON HYGIENE, PPE, SANITATION AND SOCIAL DISTANCING (CONT'D)

timing.

- Rinse your hands well under clean, running water.
- Completely dry your hands using a clean paper towel or touchless air-dryer. Turn off the faucet and open the restroom door, where applicable, with the used paper towel and safely dispose in an appropriate waste receptacle.
- This signage may be discrete but should be clearly legible and directly visible at the hand washing station.

7. Ensure sanitary supplies are easily accessible to crew and always stocked.
8. Hand Sanitiser Guidelines:
 - Use a liberal amount of hand sanitiser with at least 60% alcohol content and rub vigorously all over the hands. As with the hand-washing procedure, focus on the back of the hands, between the fingers, thumbs, up to the wrists and under your nails.
 - Touchless hand sanitiser dispensers are recommended, where possible.
 - Ensure that hands are washed with soap and water as soon as possible.
9. Refrain from hand to face contact.
 - Avoid touching the eyes, nose or mouth with uncleaned hands.
 - Hands shall be cleaned before eating, drinking, touching the face, a crew shift and whenever deemed necessary.
 - Hands shall be cleaned after using the restroom, sneezing or coughing into the hands, cleaning, touching the face, eating, drinking, smoking, accepting items from passengers (such as cash, credit card, keys/key cards, I.D), taking a break, and through a crew shift and whenever deemed necessary.
 - Gloves shall be used for additional protection and sanitation efforts, where necessary.
10. All crew must be trained in the safe handling (wearing and removing) of PPE.

**GENERAL
GUIDANCE ON
HYGIENE, PPE,
SANITATION
AND SOCIAL
DISTANCING**
(CONT'D)

- 11.** Crew must be trained in the proper handling and removal of gloves to avoid cross-contamination and limit spreading the virus to themselves, other people or other surfaces.
- 12.** Proper hand hygiene must be encouraged prior to and after use of gloves.
- 13.** Crew must wear a disposable facemask, gown, and gloves when you touch or have contact with an infected person's bodily fluids (blood) and/or secretions (sweat, saliva, sputum, nasal mucus, vomit, urine, or diarrhea).
- 14.** Safely dispose of used PPE by bagging into a 'biohazard' bag or a non-absorbent, leak resistant bag into the appropriate waste receptacle. The bag must be clearly labelled.
- 15.** Hands shall be washed thoroughly after PPE removal, following the necessary guidelines on handwashing, afterwards.
- 16.** Encourage crew to implement personal hygiene activities that limit the spread of COVID-19 or other communicable diseases, such as influenza or the common cold.
- 17.** Crew and passengers should cough or sneeze into the elbow crease or cover the mouth with a disposable paper towel. Immediately dispose of the soiled paper towel into an appropriate trash receptacle and wash hands properly.
- 18.** During this time where mask usage is recommended, reminders must be in place at highly trafficked areas. At minimum, the signage will be about the wearing of them while in high risk areas. Other helpful signs can include the proper way to wear, handle and dispose of masks.

SAFETY AND SECURITY

1. The vessel should be compliant with relevant local commercial coding as well as flag state and insurance requirements at all times. If any of the stipulations within this document are found to be in conflict with these regulations, additional advice should be sought from the relevant authorities, documented, and followed.
2. It is the responsibility and obligation of the Captain or designated Officer to ensure that all reasonable measures have been taken to prevent vectors or exposure to COVID-19 on board.
3. The Captain or designated Officer should have the most relevant emergency numbers including the Health Department, the Hospital, Fire and Rescue/Police/Emergency, Environmental Health and the BVI Tourist Board
4. All equipment (phones, radios, walkie-talkies etc.) should be completely sanitised at the beginning and end of each shift.
5. Crew ending their shift should check the temperatures of crew beginning the next shift and log the results.
6. All personnel embarking or disembarking the vessel should wash or sanitise their hands. In the event that this is via a tender or dinghy, hand sanitizer should be provided and utilized on board the tender or dinghy.
7. Where possible, provisioning should be conducted by delivery in order to prevent vectors ashore risking COVID-19 transmission to the crew.
8. Any personnel that are not permanent crew or guests that board the vessel (cleaners, mechanics, etc) should wear PPE as prescribed and maintain social distance with the crew.
9. When ashore, passengers and crew should abide by guidance provided by the Government of the Virgin Islands. Crew should brief passengers on the same prior to departing the vessel.

WHEN SOCIAL DISTANCING IS IMPRACTICAL OR IMPOSSIBLE, THE FOLLOWING IS ADVISED

1. Further increasing the frequency of hand washing and surface cleaning.
2. Keeping the activity time involved as short as possible.
3. Using screens or barriers to separate people from each other.

WHEN SOCIAL DISTANCING IS IMPRACTICAL OR IMPOSSIBLE, THE FOLLOWING IS ADVISED
(CONT'D)

4. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
5. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
6. Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms and canteens and similar settings. These are often the most challenging areas to maintain social distancing.

YACHT AND PLEASURE CRAFT PROTOCOLS

The following protocols are to reduce the risk and spread of Covid-19 within the territory of the British Virgin Islands while on yachts and pleasure crafts. Maintaining the highest standards of cleanliness and sanitation throughout the tourism product and country. In response to the coronavirus pandemic, additional measures will be needed to ensure that all facilities and operating businesses adhere to cleaning and disinfection protocols for the overall safety of our guests and crews.

All crewed yachts and mega yachts will be required to adhere to COVID-19 protocols established by the BVI Tourist Board.

For the effective health and safety of guests and your staff the following protocols have been established and must always be adhered to. Use pre-departure briefings, daily briefings, any other periodic briefings, added signage and frequent announcements to reinforce health safety practices and protocols.

STEP ONE: Yacht Quarantine and/or Disinfection

After each chartered vessel returns, all interior cabins and surfaces must be thoroughly sanitised using commercial grade disinfectants to kill viruses and bacteria in the air and surfaces. This may include an anti-viral, anti-bacterial disinfectant mist that diffuses throughout an

YACHT AND PLEASURE CRAFT PROTOCOLS (CONT'D)

enclosed space. The germicide eliminates viruses and bacteria as well as neutralising bad odours.

Cleaning crews must wear PPE while cleaning, disinfecting and sterilizing vessels.

Sanitation stations should be immediately available upon boarding and prior to disembarking vessel.

STEP TWO: Standard Deep Clean and Guest Services

Overall enhanced cleaning and hygiene regiments should be implemented to ensure health and safety for all passengers and crews. Ensure guests are thoroughly familiar with Covid-19 health and safety standards and protocols. All passengers and crew should be temperature checked and screened for symptoms at the start of each day. Results should be logged by the Captain or designated Officer, if applicable.

Ensure standard deep cleaning techniques disinfecting all surfaces with heavy emphasis on the galley and heads.

STEP THREE: Final Checks and Guest Information

On the day the charter begins, execute a final round of cleaning with an anti-viral and anti-bacterial disinfectant. Wipe down all the “high touch” areas such as handrails, grabrails, the saloon table, door handles, throttle and wheel shrouds, before your clients arrives. Ensure Covid-19 protocols and hand washing signs are easily visible.

All staff and crew members should be familiar with health and safety protocols and distancing guidelines. Hand sanitiser should be given to each staff member, as well as disposable gloves, face masks, visors and overalls. It is important to update your Standard Operating Procedures (SOPs) to include what PPE is used and when.

Encourage staff to be vigilant in maintaining and enforcing health safety protocols for guests and staff, as well as social distancing guidelines. Guests should be supported in any way possible, while

YACHT AND PLEASURE CRAFT PROTOCOLS (CONT'D)

following the prescribed safety precautions.

While on Board: Frequently disinfect common touch areas, at least once per day.

Schedule activities and dining ashore in advance. Complete any necessary paperwork in advance to reduce the number of people gathering at reception or intake areas. Wear masks and do your best to maintain social distancing from crew members, staff and other visitors or residents you may encounter.

Checking- Out: Upon return of the chartered vessel, the vessel must be thoroughly sanitised as in “Step One” before embarking of any further personnel other than designated and dedicated cleaning staff. Until the vessel is sanitised, the vessel should be treated as COVID-positive to all who have not already been embarked. Following sanitization, refuelling, maintenance, and the like can occur.

EMBARKATION OF PASSENGERS AND CREW

As far as possible, decrease face to face interaction and allow for enough social distancing between guests and shoreside staff including:

1. Select location so that guest bags can be sanitised before they are delivered to yacht
2. All guests are requested to have their body temperature checked and hands washed with soap or sanitised before embarkation.
3. Ensure that guests have read and signed in confirmation that they agree to the protocols and guidelines of the property and the health and other authorities during their stay.
4. Luggage handlers and shoreside staff must wear appropriate PPE and sanitise before and after touching luggage.

HOUSEKEEPING, MAINTENANCE AND LAUNDRY ON BOARD

1. Document and ensure that housekeeping, maintenance and laundry staff are trained and that they that they strictly adhere to protocols.
2. All crew must be assigned and trained in the use of PPE that is specific to the task being undertaken. Adequate and appropriate PPEs are to provide for tasks to be undertaken (face masks, gloves, disposable aprons, disposable gowns, face shields, shoes and shoe liners).
3. All crew must be trained in proper hygiene techniques after removal of PPE.
4. Berths of perceived infected guests should be cleaned first.
5. A dedicated specifically trained cleaning crew must be assigned to clean berths housing guests, which fit the case definition for COVID-19.
6. Ensure all potentially contaminated areas are appropriately cleaned and sanitised using appropriate disinfectants according to manufacturer's instructions.
7. Ensure that crew are given SOPS and a checklist of areas to be cleaned and sanitised including the following; toilets, face basins and vanity, faucets, showers, shower heads, all furnishings, chairs, bedside tables, lamps, light switches, base boards, televisions, remotes, telephones, doors, door knobs, handrails, carpets etc.
8. Ensure that an adequate supply of cleaning agents is provided to clean and sanitise.
9. Ensure the regular cleaning and disinfecting of areas with frequent or heavy usage.
10. Ensure that rooms are adequately ventilated during cleaning.
11. Ensure that air conditioning units and filters are cleaned and disinfected regularly.
12. Berths should be cleaned according to these protocols at minimum.
13. Ensure that window coverings can be easily cleaned and sanitised

**HOUSEKEEPING,
MAINTENANCE
AND LAUNDRY
ON BOARD**
(CONT'D)

14. All unused linen and other items kept in guest cabins must be thoroughly laundered before accommodating new guest.
15. All bed linens and laundry are washed at no lower than (58 C) and in accordance with EHD Guidance
16. Guest linens are to be removed from guest rooms in single use sealed bags (including extra blankets, etc.) and taken straight to the laundry facility.
17. Dirty linen is to be bagged in the guest room to eliminate excess contact while being transported to the laundry facility
18. Access to cabins and heads will be restricted to the cleaning crew only whilst cabin and head sanitisation should is being performed.
19. Disposable promotional material is to be replaced and disposed of after each guest
20. Hand sanitizer and masks should be added to guest room amenities.
21. Management should provide specially marked sealable bags for linen and other clothing items that are potentially contaminated by guests displaying signs and symptoms of COVID-19. A specific protocol must be documented and followed for these circumstances.
22. Interior crew must always wear aprons and gloves and should use masks as much as possible. They should attempt to maintain social distance from each other and from guests if proximity is unavoidable.
23. Interior crew should avoid shaking linens to minimize the risk of airborne contaminants.
24. Where possible, hatches should be opened regularly in order to encourage air exchange to the interior of the vessel.
25. Crew uniforms, linens and all other materials must be laundered with detergent and hot water of at least (58 C)
26. Cloths, mops and all other equipment should not be reused before being properly cleaned and sanitised.
27. Use disposable cleaning materials as much as possible.

CREW AND PASSENGER HYGIENE

1. Crew must have body temperature measured and recorded at least once daily.
2. Crew must sanitise or wash hands with soap and correctly wear masks before entering the guest areas, before signing on and off from shifts.
3. All food-handling staff must wear gloves and masks to perform assigned tasks. Reusable masks must be washed with soap before reuse.
4. Guidelines on the proper use of masks, sanitisation and personal hygiene shall be posted in crew areas and common areas.
5. Crew training must explain that high risk behaviours (such as hand shaking, hugging etc), should be avoided and social etiquette should be observed if sneezing or coughing.
6. If crew have shown respiratory symptoms, they must disembark immediately until certified by a Medical Doctor to return.
7. Ensure that all crew areas have adequate signage and hand sanitation facilities.
8. Snorkel equipment, dive equipment, beach towels, glassware and other items that come into direct contact with passengers/crew should be clearly marked and stored so that they remain assigned to the same passenger/crew and minimize the risk of any potential cross contamination.

SCUBA -SPECIFIC PROTOCOLS

Internationally recognized standards for safety, sanitization and good practice have been prepared by Divers Alert Network International in “Dive Operations and COVID-19 – Prepping for Return.” The protocols prescribed within this document should be adhered to by all SCUBA operators. “Dive Operations and COVID-19 – Prepping for Return” has been provided as an Appendix to this document. In the event that there is conflict between “Dive Operations and COVID-19 – Prepping for Return” and the protocols previously established within this document, the previously established protocols shall take precedence.

SCUBA -SPECIFIC PROTOCOLS (CONT'D)

Additional Helpful Information

. Recommended cleaning agents; bleach, hydrogen peroxide and isopropyl alcohol. Do not mix with anything other than water to prevent formation of toxic gas.

. Additional commercial disinfection products can be found here; <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

. Bleach: cup bleach to 1-gallon room temperature water, the solution is effective for up to 24 hrs. Contact time of at least 1 minute for surface disinfecting, wipe after 10 minutes.

. Isopropyl alcohol 70-90%: Undiluted contact time of at least 30 seconds. Concentrations above 90% not recommended as the evaporation rate is too fast for proper disinfection.

. Hydrogen peroxide 1.5-3%: 1 to 1 ratio peroxide to water at 3%, the solution is effective for up to 24 hrs. Undiluted at 1.5%. Contact time of at least 1 minute, wipe after 10 minutes.

. Hand sanitizer should be at least 60% alcohol and commercially produced.

<https://www.consumerreports.org/cleaning/common-household-products-that-can-destroy-novel-coronavirus/>

<https://research.unc.edu/covid-19/how-to-disinfect/>

Do not use dish soap or disinfectants to wash produce. Risk of transmission of Covid 19 from packaging and produce is very low (per CDC and FDA) but produce can be washed in 1-part apple cider vinegar to 2 parts water if desired.

<https://www.fda.gov/food/food-safety-during-emergencies/shopping-food-during-covid-19-pandemic-information-consumers>

<https://www.cnn.com/2020/04/23/health/groceries-takeout-coronavirus-wellness-scn-trnd/index.html>