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Circular Letter No.4235/Add.1
21 April 2020

To: All IMO Members
Intergovernmental organizations
Non-governmental organizations in consultative status

Subject: **Communication from the Government of the Hashemite Kingdom of Jordan**

The Government of the Hashemite Kingdom of Jordan has sent the attached communication, dated 17 April 2020, with the request that it is circulated by the Organization.



**Actions taken by
Jordan Maritime Commission
For prevention of COVID-19**

**For all workers in the maritime transport sector
In the Hashemite Kingdom of Jordan and
onboard ships flying the Jordanian flag for 2020**





Introduction

On the light of facing the spread of Corona Virus (COVID-19), with a response to the national requirements by the compliance with the National Defense Law. On the other hand, in response to the international requirements especially the International Maritime Organization (Circular Letter No. 4204 / Add.3) which issued on March 2, 2020. Jordan Maritime Commission (JMC) raising the state of alert by adopting and imposing all precautionary measures to keep the safety and efficiency of the maritime sector in the Aqaba port system, they are as follows:

Firstly: The procedures imposed on ships enter the port of Aqaba:

JMC imposed on all ships that enter the Jordanian territorial waster to adhere to the precautionary measures to prevent the entry of Corona Virus (COVID-19) into Jordan, as follows:

1. All ships must provide health safety equipment (gags, medical gloves, shoe covers) on board and for all seafarers.
2. JMC should be provided with a report including the name of the ports through which the ship passed before it arrives the port of Aqaba, and the Jordanian Maritime Commission must verify the path of the ship and the ports it passed through (especially those ports in the countries where the disease has spread).





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3. The ship's captain must periodically verify that there are no infected or suspected cases onboard.
 4. Conducting a sensory examination on the treatment rooms, cabinet and medication on board the ship to ensure its suitability and ability to absorb health conditions if necessary.
 5. Checking all the crewmembers of the ship and checking their health condition in case that any of them is suspected to be infected by the virus during the ship's voyage.
 6. In case that the ship's captain informs of a medical condition or a suspected case of Coronavirus, the case shall be isolated immediately and the Aqaba Health Directorate shall be notified and necessary health measures should be taken.
 7. In case of suspicion of unreported cases, the ship's captain should report immediately and under penalty of responsibility, and not to contact with any suspected or confirmed infected case.
 8. Not to allow the crew of the ship to disembark on the berths.
 9. Do not allow waste to be sent to the port.

Second: The procedures applied to companies engaged in activities in the marine sector, and berths operators:





The JMC held immediate and urgent meetings with all of its stakeholders in the maritime sector and obligated all operators of berths, port facilities and companies operating in the maritime sector, including sterilization, supply companies, to comply with the following instructions:

1. All marine navigation agents and berths operators are obligated to wear protective clothing, safety goggles, masks, and medical gloves with the use of hand sanitizers and adhere to the use of a manual heat detector.
2. Defining and restricting the places that require direct friction between the crews of ships and the related employees whose work requires getting onboard the ships for the purpose of sterilizing them and in the shortest time possible without causing any delay in handling the goods.
3. Obliging companies to impose all their employees whose work requires getting onboard ships to wear appropriate safety and protective clothing that are capable of preventing infection and causing the spread of the virus.
4. Sterilization companies should adhere to the price ceilings for sterilization operations and not exceed a maximum of (500) JD, despite the high prices of sterilization materials from the suppliers.
5. Obliging all navigation agencies, through the Jordan Navigation Association, to respond and cooperate in order to sterilize the places to be sterilized.
6. Stopping the work at sea crossings by preventing cruise ships to enter the territorial water as of March 10, 2020, and just only allow to the shipping goods vessels.





Third: The measures imposed on ships flying the Jordanian flag:

On the level of ships flying the Jordanian flag, JMC called upon to send the circular official letter to all ships flying the Jordanian flag and providing them with guidance in line with the circular guidance issued by the International Maritime Organization (IMO).

Where JMC called to raise the awareness to consider that the hand hygiene and respiratory system are considered the most important, the seafarers should adhere to and follow the instructions issued by the JMC and the International Maritime Organization, as follows:

- Seafarers' Guidelines:

1. To oblige seafarers onboard ships to take all precautions to protect against the Coronavirus in various ways, such as washing hands frequently by the crew using soap, warm water or alcohol.
2. If hands touch the contaminated surfaces, the seafarers should avoid touching the face, including the mouth, nose, and eyes, with unwashed hands.
3. Direct the seafarers to cover their nose and mouth with a tissue that can be disposed of after sneezing, coughing, wiping, and puffing, and then get rid of it. In the absence of the tissues, it should be in the elbow in a folded position.
4. Seafarers must maintain a distance of at least one and a half meters (5 feet) with other people, especially people coughing or sneezing.
5. Meat, milk or animal products should always be handled with care, and avoid cross-contamination with uncooked foods, in line with good food safety practices.

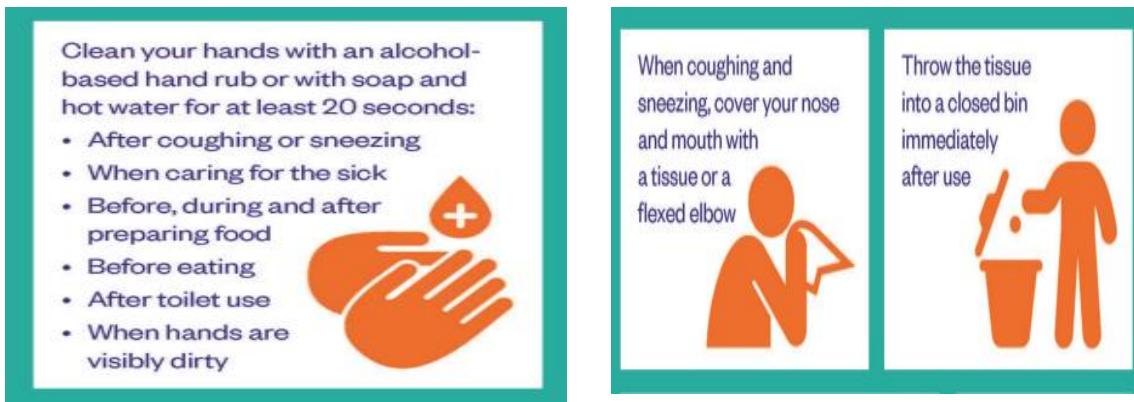




- **Ship Operator Guidelines:**

1. Develop a written plan to manage the outbreak and circulate it to seafarers, and it must be implemented as required.
2. Use the Corona Virus Guidance (COVID-19) Manual for Ship Operators to protect the health of seafarers from the International Maritime Organization.
3. Provide guidance to the crew on how to recognize the signs and symptoms of the Coronavirus, and the crew should be reminded of the plan and procedures to follow if any signs and symptoms of respiratory diseases appear.
4. Submit the reports to the next port of arrival in case of suspicious cases onboard.
5. Commitment to cleaning, disinfection, sterilization and proper waste management procedures onboard.
6. Follow the procedures of the World Health Organization regarding isolation procedures, moreover, how to deal with any suspected or confirmed infected case.
7. Placing posters on board the vessel to raise awareness of the methods of protection for seafarers and the protection of themselves:





Fourth: instructions for JMC staff:

Regarding JMC's staff within the building of JMC, imposed the following procedures and obliged the employees to follow the national instructions issued by the Jordanian Maritime Authority and the Jordanian Ministry of Health, as follows:

1. Raise staff awareness by publishing an awareness video on the hanging screen at the entrance in the building, which includes a mechanism to prevent coronavirus spread.
2. JMC has defined the waiting area in the building as a restricted area to keep the customers in it and prevent them to contact directly with the employees to avoid the spread of the disease.





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3. JMC has appointed only two employees to deal with the customers, to receive their applications, which are designated for the purpose of obtaining the service usually. Moreover, to complete the procedures until the end of the service.
 4. Require all JMC employees whose work requires getting onboard ships, (ship inspectors including the Pratique Department and the Port State Control) to wear protective and safety clothing (in addition to medical gloves, gags). Moreover, to maintain a distance of one and a half meters (5 feet) at least with other people and not to contact directly with the crew or any people coughing or sneezing.
 5. All JMC's employees are obligated to wear protective gloves and medical gloves that have been given by the JMC.
 6. Maintaining a safe distance (5 feet) between the employees and the customers, in the case of dealing directly with them.
 7. Monitoring the health status of all JMC employees by directors of directorates and the heads of departments.
 8. Measuring the temperature through a manual thermal scanner for all JMC's employees.
 9. The cleaning company contracted with JMC should use dedicated alcohol sterilizers to clean surfaces and floors throughout the day, and day by day, while disposing of waste in a safe manner.





Fifth: Initiatives to adapt and responds to the National Defense Law:

JMC was quick to take the measures to comply with the National Defense Law and the provisions issued pursuant to it, for what the national interest requires. JMC take the initiative to raise the level of alertness to adapt to the national defence law, the emergency and lockdown that the country is going through. By taken the necessary measures to have a normal life, in order to ensure the progress of work for its stakeholders, the customers' service from the various segments and those who need it, as follows:

- Follow-up the maritime education and training file by monitoring the progress of the educational process in accordance with the international standards as required and the current circumstances. JMC steered maritime education and training institutions in Jordan (Jordan Academy for Maritime Studies (Amman) and the Aqaba Maritime Education and Training Center (Aqaba)), to work remotely and broadcasting the lectures by various electronic platforms. JMC keep following up the process as well as usual but in remotely, and electronically to ensure the progress of the educational process and that the exams are conducted timely manner. Moreover, to ensure the safety and health of students and instructors to reduce the spread of the virus.
- For owners of fishing boats (Fishermen) whose navigation licenses have validity expired and need renewal. A month has been granted by JMC to extend the navigation licenses that are close to expiring and until the lockdown ends.





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- In response to the international directives issued by the International Maritime Organization (IMO). The validity of all certificates for the seafarers that issued and certificated by JMC. JMC decided in compliance with IMO circular letter to extend all the certificates, which it is expired for two months with compliance with the International Convention of Standards of Training, Certification and Watch keeping (STCW Convention) 1978, as amended.
 - Launching an initiative by JMC employees to enhance the concept of social solidarity with the local community titled (#Stay at home #Leave it to us) by collecting donations from the employees. This initiative aimed to provide help and supply assistance, to the Aqaba citizens who work with their families in the daily-work system and who have prevented to earn their livelihood by the prevailing circumstances of the lockdown between them and the livelihood day by day.
 - To facilitate the mobility of the companies' employees which engaging in maritime activity in Jordan maritime sector. Furthermore, not to cause a delay in ships and handling the goods in Aqaba port. JMCs' logo has been considered and sticking on all cars body that belonging to these companies, to move freely and easily during the lockdown period.
 - The premises of the Jordan Maritime Commission has been completely sterilized.

With regards

Jordan Maritime Commission



Jordan Maritime Commission

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