



As the spread of the COVID-19 virus is again growing, Verbrugge International is implementing additional measures throughout the different divisions which are specifically implemented to prevent and mitigate the COVID-19 virus spread. Following measures will become applicable again **starting November 1st 2021**.

VESSEL ACCEPTANCE GUIDELINES

Specifically for maritime operations, Verbrugge Terminals is making efforts to enable the continuation of the operational activities at its terminals wherever possible. Already strict measures are valid for sea going vessels before they can call a Verbrugge Terminal. In addition and in consultation with the National Health Services (GGD), the following guidelines are to be respected:

A) PRIOR TO ARRIVAL – ACCEPTANCE:

- 1) The Harbour Master's Offices remain within reach and are active at their posts as usual, but in limited numbers.
- 2) As usual, sea going vessels have to fill in the Maritime Declaration of Health. This procedure is executed in close coordination with the National Health Services (GGD).
- 3) The Maritime Declaration of Health has to be filled out 24 hours before entering the port.
- 4) The Maritime Declaration of Health must also be shared with Verbrugge Terminals and the Port Agent.
- 5) Both North Sea Ports and Verbrugge Terminals are required to confirm their acceptance or non-acceptance within 8 hours.
- 6) Final (health) check through the Port Agent with the Captain, the day before arrival to ensure that the situation has not changed/escalated since the last communication.
- 7) From the moment that even only 1 question is answered with 'yes' on the Maritime Declaration of Health, which indicate a risk, the health service will be informed directly.
- 8) In case of doubt the pilots may reserve the right not to board. Even if the Authorities confirm a 'go ahead'. The Port Agent will seek to exempt the vessel of pilotage but same to be reviewed on a case by case basis.

B) AT ARRIVAL – PORT/TERMINAL WHEN ACCEPTED:

- 1) COVID-19 rules & restrictions applicable at Verbrugge Terminals:
 - Wash your hands regularly (f.e. after touching metal, wood, plastic etc ..),
 - Cough and sneeze inside your elbow,
 - No physical contact is allowed; do not shake hands, no physical transfer of papers etc ...
 - Keep necessary physical distance of +2 meters,
 - Wearing of proper PPE equipment is mandatory; safety helmet, proper clothing, gloves,
 - Wearing of mouth caps for vessel crew is mandatory,
 - During the operation of the loading/unloading activity the vessel crew is instructed to remain within their closed quarters (gangway watch allowed at safe distance),
 - Critical transmittal points must be cleaned with alcohol or soap based sanitizer prior to the start off the vessel operation (f.e. equipment, tools, door handles, stairways etc ..),
- 2) The Master/Captain will be requested to confirm, by email, the acceptance of these guidelines, if not Verbrugge Terminals is allowed to cancel operations until the guidelines are met.
- 3) All communication between the vessel and Verbrugge Terminals will be effected through alternative means.
- 4) Documents; These will need to be scanned and send by; email, sms and/or what's app to the appropriate person(s).
- 5) General communications/instructions; These will be effected through the use of mobile phones, radio's or verbal YET maintaining the physical barrier distance.



C) CRISIS MANAGEMENT - What to do if one of the crew has signs of infection?

STEP 1- ISOLATION & CONTAINMENT:

- 1) Inform Verbrugge Terminals and the Port Agent on the findings and identification of a potential patient.
- 2) Vessel operations must be stopped immediately and all Verbrugge Terminal staff will leave the vessel until the release has been provided by the National Health Services (GGD).
- 3) The Port Agent supported by Verbrugge Terminals will then inform the National Health Services (GGD) on the findings. If it is determined that one or more employees are potentially infected with the coronavirus, the National Health Services (GGD) will activate the protocol on what activities are allowed and may be done.
- 4) Provide a list to the National Health Services (GGD) and Verbrugge Terminals highlighting all possible persons with whom the patient has been in contact with.
- 5) The patient will go into isolation on board and/or hospital and will be tested.
- 6) Quarantine will be set up for all patient contacts on board and/or hospital potentially the complete ship's crew which also implies; No more ship/shore activities allowed, no visitors allowed, no shore leaves and gangway removed from quay side. If the patient tests positive, all people with whom the person has recently had contact should be quarantined as well. The National Health Services (GGD) will monitor them during the incubation period (between 7-14 days based on current available information).
- 7) The patient will receive the necessary care by the medical services.

STEP 2 - COMMUNICATION:

- 1) The Master/Captain/Customer will be informed of the findings made in connection with Corona by the Port Agent supported by Verbrugge Terminals.
- 2) Verbrugge Terminals will work together with the Master/Captain/Customer and all other parties involved to determine how an adapted working schedule can be set up to finish operations taking into account considering the specifications of the assignment.
- 3) A renewed schedule will be sent to all parties involved in order to limit the impact.
- 4) A summary will also be made of the impact that has arisen (HSE technical - operational - commercial - financial) in order to report the impact for Verbrugge Terminals, Vessel Owner, Customer, Other ...

STEP 3 - RESUMPTION:

- 1) Verbrugge Terminals will confirm the adapted working schedule to re-start vessel operations according to normal planning procedures.
- 2) In addition, stricter rules and guidelines might be applied based on the National Health Services (GGD) guideline to mitigate and prevent any further infection and/or spread based on the findings mentioned under STEP 1.

D) SUPPORT DURING OPERATIONS:

Verbrugge Terminals understands that these additional measures may require additional support. For this we request you to contact your Port Agency contact' who will provide you with further help and guidance.

Verbrugge Terminals would like to emphasize again that with the current environment, pro-active communication it is of utmost importance for us to mitigate the impact on our Employees, Customers and Partners.



Therefore we want to thank you for your full support to:

- share your mitigation plan, to minimize the impact and ensure business continuity,
- report special loading and/or unloading requirements,
- pro-actively communicate delays in transit with information on expected new ETA,
- timely communicate capacity constraints,
- share country specific governmental obligatory guidelines.

Please accept our apologies for this 'Force Majeure' situation which is occurring beyond our control and where we are doing all to mitigate the risk in alignment with the Verbrugge International Business Continuity Plan which is available at our website through following link;

<https://www.verbruggeinternational.com/en/sustainability/health>.

Trusting on your understanding and full collaboration, please don't hesitate to reach out to your local Verbrugge Terminals contact and the Port Agent.

The COVID-19 Preventienteam

Stay alert and take care of eachother!