



# GHANA PORTS AND HARBOURS AUTHORITY

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### **STANDARD OPERATING PROCEDURES (SOPS) FOR COVID-19 IN THE PORTS OF TEMA AND TAKORADI**

Subsequent to the declaration of COVID-19 as a pandemic by the World Health Organization (WHO), the Ghana Ports and Harbours Authority (GPHA) took swift action starting with the establishment of an Interagency Committee comprising of representatives of GPHA, Port Health, Ghana Immigration Service, National Security, Customs, Meridian Port Services (MPS) and the Ghana Navy.

The inter agency committee organized door to door sensitization sessions for all stakeholders in the ports on how to prevent and/or manage the COVID-19. The committee also published and displayed various educational materials including posters, pull up banners all over the port enclave.

The committee further developed the attached standard operating procedures document to guide all port users on the measures to take and basic rules to comply with, in our collective effort to prevent the spread of the virus in our country through our ports.

GPHA has taken further steps to provide logistics to transport relevant medical staff from the Port Health Services, the Navy and GPHA for purposes of accessing ships at anchorage to screen the crew members and/or take samples from victims of suspected cases of COVID-19.

In this regard GPHA does not approve of any government agency within the context of this interagency committee effort to charge any fee or levy for the purposes of services provided in the fight to prevent the spread of COVID-19.

GPHA takes this opportunity to assure all its cherished stakeholders that it is committed to doing anything in its power to safeguard the health and economic interest of all Port users.

To this end we would like to urge all the players in the industry especially the shipping lines to abreast themselves with the attached SOP's for the purposes of managing any case that may appear within our jurisdiction

We count on your utmost cooperation in this regard.



**MICHAEL A. LUGUJE**  
**DIRECTOR-GENERAL**

## GHANA PORTS AND HARBOURS AUTHORITY

### COVID-19 EMERGENCY RESPONSE GUIDELINES FOR SHIPPING LINES AND AGENTS AND PORT USERS

1. All vessels expected to come into the Ports of Tema and Takoradi are to provide the information requested on the COVID-19 Form via email seven (7) days before the expected time of arrival of the vessel. Any vessel that fails to comply will be delayed and or denied entry into Ghana's ports.
2. The COVID-19 Information form is to be sent to the Harbour Master (HM) and the Incident Commander (IC) who is the Head of Health Services GPHA. with copies to the Head of Signals and the Chief Pilot. When the vessel comes within 25 nautical miles then communication on VHF would start with Signals. Subsequently daily updates on the health status of the crew must be forwarded via mail.
3. Contact addresses of the Incident Commanders, Port Health Representatives, the Harbour Masters and others are provided below:

PORT OF TEMA			
NAME	DESIGNATION	EMAIL	CONTACT NUMBER
<b>Dr. Vitus V. Anaab-Bisi</b>	Incident Commander	<a href="mailto:vanaab-bisi@ghanaports.gov.gh">vanaab-bisi@ghanaports.gov.gh</a> vvanaab@yahoo.co.uk	+233 244329093
<b>Mr. Raphael Marfo</b>	Head of Tema Port Health Services	<a href="mailto:marforaphael@gmail.com">marforaphael@gmail.com</a> temaportghs@yahoo.com	+233 208713793
<b>Capt. Christian Yeboah-Asante</b>	Harbour Master Tema	cyeboah-asante@ghanaports.gov.gh	+233244705486
<b>Stevens Siaka Anane</b>	Chief Pilot	sanane@ghanaports.gov.gh	+233243228057
<b>Capt. Ebenezer Gakpey</b>	Head of Signals	egakpey@ghanaports.gov.gh	+233243086871

PORT OF TAKORADI			
NAME	DESIGNATION	EMAIL	CONTACT NUMBER
<b>Dr. George T, Tidakabi</b>	Incident Commander	gtidakabi@ghanaports.net	+233573518190 +233202015144
<b>Jacob Wajah</b>	Representative Port Health Takoradi	<a href="mailto:tporthealth@gmail.com">tporthealth@gmail.com</a> JacobWajah@gmail.com	+233201892282 +233244961663
<b>Capt. James Richmond Quayson</b>	Harbour Master Takoradi	jquayson@ghanaports.gov.gh	+233546631845 +233572233744
<b>Stevens Siaka Anane</b>	Chief Pilot	sanane@ghanaports.gov.gh	+233243228057
<b>Takoradi Port Control</b>	Head of Signals	Signals_tk@ghanaports.gov.gh	+233312024839 +233506617674

4. All vessels arriving in Tema and Takoradi will first be received and anchored at the Quarantine Anchorage pending clearance by Port Health.
5. In the event that a suspected COVID-19 case is reported, the following will be informed by the Incident Commander (IC):
  - a. Metro Health Director would be informed immediately.
  - b. Committee members would be informed accordingly.
  - c. The Director General and Director of Port would also be informed.
6. The Naval team would be informed by the Incident Commander to secure the vessel at Anchorage, this would be done with the assistance of the Marine Police and the Port Security.
7. All Port Health officials who would board the vessels at anchorage will be fully gowned. They will be transported by the GPHA pilot Launch. The Port Health team will screen the crew members by taking their temperature and also review the COVID-19 forms and the Maritime Health Declaration Forms (MHDF).
8. If there is a suspected case, the GPHA Medical team or the Ghana Navy would take the sample from the suspected person on board the vessel at Anchorage. Other crew members who have had contact with the suspected person but have not manifested the symptoms would be isolated to their cabins. In the interim the suspected person would be given First Aid treatment on board the vessel.
9. The GPHA Health Service team would be on standby at the quay to receive the sample for onward submission to Noguchi Memorial Institute for testing and analysis..
10. The Port Health Team would fumigate the GPHA Pilot Launch.
11. The yellow flag would still be flying on the vessel.
12. The naval team would be informed by the Incident Commander to secure the vessel with the assistance of Port Security and the Marine Police by ensuring that nobody goes close to the vessel within 100 metres radius.
13. The result of the sample test and analysis would be ready within 6-12 hours.

14. If the result is negative, the vessel will subsequently be berthed and the sick person would be sent to any other health facility for medical attention.
15. The yellow flag would be brought down and normal business would continue.
16. Whilst the vessel is still at the Port, Immigration Service will not issue ashore pass to the vessel unless Port Health grants the go-ahead.

If the results are positive either of the following three scenarios below apply:

**17. Scenario 1-**

If the result is positive, the Pilots would gown fully and the patient would also be gowned fully, the patient will then be dropped by a rope from the vessel at Anchorage into the Pilot launch to be brought to the quay to be put in a dedicated ambulance and taken to Tema General Hospital for treatment.

**18. Scenario 2-**

The Pilots would be gowned fully to bring the vessel from the Anchorage to the Port. the Medical team will then board the vessel to evacuate the patient to the treatment centre using a dedicated ambulance.

**19. Scenario 3-**

The patient would be evacuated via a dedicated helicopter.

20. The yellow flag would still be flying on the vessel.
21. The Naval team would follow the same procedure as stated in Number 12 to secure the vessel.
22. The whole area where the patient would be received will be cordoned off.
22. The Port Health team will fumigate the Pilot launch.
23. The vessel with all the crew members would be quarantined at Anchorage for 14 days.
24. Noguchi will inform the Minister of Health to make a formal announcement.
25. After the announcement the Committee would meet for briefing.

Landside:

26. Where a Port User manifests the symptoms on land the person would be sent to the designated holding Centre in the Port.
27. A sample would be taken and the same procedures would be followed.

28. Digital Infrared Thermometers will be deployed at all entry/exit points as well as the Off dock Terminals.
29. Port Security to ensure that Port users complete the screening questionnaires before they are allowed to enter the Port.

**Health Declaration Form**  
**Vessels calling Tema Port**

**Date:**  
**Time of Call:**

1) Last Ten ports of calls and dates of departure

<u>Ports</u>	<u>Departure Date</u>
a) .....	.....
b) .....	.....
c) .....	.....
d) .....	.....
e) .....	.....
f) .....	.....
g) .....	.....
h) .....	.....
i).....	.....
j) .....	.....

2) Number of crew members on board including the Master.....

3) Number of passengers on board.....

Is there anyone on board who is ill or has a disease of infectious nature? Yes  No

If Yes, Has the person been Isolated? .....

4) Is there any condition on board which may lead to infection or spread of disease? Yes  No

If Yes. What has been done? .....

5) Date of the last crew change over and at which port?.....

6) Is anyone on board having the following signs?

- |                                       |                              |                             |
|---------------------------------------|------------------------------|-----------------------------|
| a. Fever                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. Cough                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. Difficulty in Breathing            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d. Generally Feeling unwell           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e. Symptoms of 'FLU' or 'Common Cold' | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

IF there is **Fever, (Temp. > 37.5 °C) and any of the above**, please keep the person in isolation.

8. Has any person on board taken any of these medications in the last 24 hours?

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a. Paracetamol, or any pain-relieving medication | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. Antibiotics                                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. Antiviral drugs                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d. FLU or Common Cold medication                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

9. Are there any health concerns the vessel wants to report?

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1) Please update the Port Control immediately on VHF CH 14 wherever there is any change in the health status of the crew. THANKS.

# MARITIME DECLARATION OF HEALTH

No. ....

(To be rendered by the Masters of Ships arriving from ports outside the territory)

Port of ..... Date ..... Time .....

Name of Vessel ..... From ..... To .....

Nationality ..... Master's Name .....

Net Registered Tonnage ..... Agent or Owner .....

Deratization or Exemption Deratization { Certificate ..... Dated .....  
Issued at ..... Last Water supply .....

No. of Passengers { Cabin ..... No. of Crew .....  
Deck ..... Kroo Boys landing .....

List of ports of call from commencement of voyage with dates of departure .....

.....

.....

Last Bill of Health ..... 19 .....

### Health Questions

Answer Yes or No

1. Has there been on board during the voyage\* any case or suspected case of plague cholera, yellow fever, typhus fever, or smallpox? Give particulars in the Schedule .....

2. Has plague occurred or been suspected among the rats or mice on board during the voyage\* or has there been an unusual mortality among them? .. .. .

3. Has any person died on board during the voyage\* otherwise than as a result of accident? Give particulars in Schedule .. .. .

4. Is there on board or has there been during the voyage\* any case of illness which you suspect to be of an infectious nature? Give particulars in Schedule .. .. .

5. Is there any sick person on board now? Give particulars in Schedule .. .. .

*Note.*—In the absence of a Surgeon, the Master should regard the following symptoms as grounds for suspecting the existence of infectious disease: fever accompanied by prostration or persisting for several days, or attended with granular swelling; or any acute skin rash or eruption with or without fever; severe diarrhoea with symptoms of collapse; jaundice accompanied by fever.

6. Are you aware of any other condition on board which may lead to infection or the spread of infectious disease? .. .. .

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.

Signed .....  
Master

Countersigned .....  
Ship's Surgeon