

**SHORE LEAVE PROTOCOL  
FOR CREW MEMBERS**

- Crew members are authorized to disembark the ship and leave the port only when there are no loading/unloading operations on their ship. They should inquire about the work schedule with the ship agent. Any circulation outside the designated hours will not be tolerated;
- Crew members cannot walk on the port territory. The movement must be made by taxi or any other carrier. The Port Authority can order a taxi at the requested time;
- During this pandemic period, it is strongly recommended to stay isolated and avoid unnecessary travel. Since several businesses are closed, crew members are advised to have their goods delivered;
- Before leaving the ship, crew members must complete the forms “Shore leave access” and “Medical questionnaire” and send it to the Port Authority at [operation@portvalleyfield.com](mailto:operation@portvalleyfield.com) with a valid photo ID and wait for the return of the signed form;
- When exiting the vessel, each crew member must show a valid photo ID to the security guard who will be in a vehicle located near the gangway. To avoid any contact and respect the social distancing of 2 meters, the crew member will show his ID through the window of the security guard's vehicle;
- When returning to the port, crew members must return with the same means of transport and be taken directly to the ship. Crew members must identify themselves to the supervisor near the gangway;
- Crew members who must disembark the ship to perform work are authorized to do so, but they must remain near the vessel and return onboard immediately afterwards.



## Shore leave access

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Vessel name: \_\_\_\_\_

Date and time of shore leave request (**note that no one is authorized to leave the vessel during operations**) :

\_\_\_\_\_

**Do you need a taxi?**

**Yes**, please note that in this pandemic period, taxis take a maximum of **2 people** at a time

**No**, please indicate what other transport will be used to leave the port: \_\_\_\_\_

\_\_\_\_\_

**Will someone else leave the port with you? If so, this person must also complete a form**

**Yes**, please indicate the name of the person : \_\_\_\_\_

**No**

**Medical questionnaire COVID-19 intended for crew members**  
*This information will remain confidential*

**1- Do you have, or have you had in the last 14 days, any of the following symptoms?**

- Shortness of breath
  - Respiratory issues
  - Cough
  - Fever (A fever is 100.4 °F (38 °C) or higher.)
- Yes**, please notify Transport Canada and your shore leave request is denied
- No**, please read the attached document "About coronavirus"

**Please take your temperature and indicate the value:** \_\_\_\_\_

**2- Have you been in contact with someone who had any of the above symptoms or has been infected by the Coronavirus COVID-19?**

- Yes**, please notify Transport Canada and your shore leave request is denied
- No**

**3- Have you been in contact with someone with flu-like or cold-like symptoms, or who has been in contact with someone that has these symptoms?**

- Yes**, please notify Transport Canada and your shore leave request is denied
- No**, please read the attached document "About coronavirus"

By signing this document, you are affirming that the aforementioned information is true.

\_\_\_\_\_  
Signature by the applicant

\_\_\_\_\_  
date

\_\_\_\_\_  
Signature by the master

\_\_\_\_\_  
date

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***Authorisation by the Port Authority***

  
\_\_\_\_\_  
Signature by the Port Authority

\_\_\_\_\_  
date

April 4th, 2020

# ABOUT CORONAVIRUS DISEASE (COVID-19)

## WHAT IT IS

**COVID-19 is an illness caused by a coronavirus.**

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

## HOW IT IS SPREAD

Coronaviruses are most commonly **SPREAD** from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

## IF YOU HAVE SYMPTOMS

If you have **SYMPTOMS** of COVID-19 — fever, cough, or difficulty breathing:

- ▶ stay home to avoid spreading it to others
  - if you live with others, stay in a separate room or keep a 2-metre distance
- ▶ call ahead before you visit a health care professional or call your local public health authority
  - tell them your symptoms and follow their instructions
- ▶ if you need immediate medical attention, call 911 and tell them your symptoms.

## SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.



**FEVER**



**COUGH**



**DIFFICULTY BREATHING**

## PREVENTION

The best way to prevent the spread of infections is to:



- ▶ wash your hands often with soap and water for at least 20 seconds



- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands



- ▶ avoid close contact with people who are sick



- ▶ when coughing or sneezing:
  - cover your mouth and nose with your arm or tissues to reduce the spread of germs



- immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards



- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.



- ▶ stay home if you are sick to avoid spreading illness to others

**FOR MORE INFORMATION ON CORONAVIRUS:**

 **1-833-784-4397**

 **canada.ca/coronavirus**



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

Canada