



CÔNG TY TNHH MTV HOA TIÊU HÀNG HẢI KHU VỰC VIII
PILOTCO-VIII COMPANY

A PRACTICAL GUIDE TO PILOTAGE OPERATION DURING COVID-19

Created 05th April 2020

All captains,

With regard to the spread of the coronavirus (COVID-19), Pilotco-VIII are taking the cross-infection for our pilots and the employees as well as captains and crews seriously, especially Asymptomatic carriers have been classified by the World Health Organisation (WHO). We are doing our best to minimize the health risks in order to maintain our pilotage operations. We have been instructed to practice nationwide 'social distancing' as directed by the Prime Minister, the Ministry of Transport, Health Quarantine and Port Authority during our business hours as well as in our private time, in 2 weeks.

We have provided extensive information and preventive measures and have instructed our pilots and employees to follow these strictly. We trust that you will understand our position in this matter and we count on your cooperation to take care your own health.

Preventive measures by the pilot:

- We have instructed pilots to maintain a distance of at least 2m, avoid physical contact.
- Pilots must wear facial mask and gloves during pilotage.
- Pilots can delay pilotage if vessel refuse to follow social distancing procedure.
- Pilots shall avoid shake hands when they come on board a vessel.
- No trainee pilots shall boarding during this period until the next announcement.
- Our offices have been instructed to work online from home whenever possible.

Preventive measures by the vessel:

We also need to ensure that all vessels are safe for the pilots. To minimize cross-infection, we kindly request that the following measures to be taken prior to pilot boarding:

- When possible, one hour before pilot embarkation, non-essential crew should remain clear of the designed route from the pilot embarkation point to the wheelhouse, especially where the route is within enclosed spaces. When possible, pilots will use the open deck or stairway outside, and avoid using the elevator.
- As a general rule, we request that all crew that is not involved in the navigation is clear from the wheelhouse. During pilotage, everyone must wear a facial mask and maintain 2m distance (if possible).
- When possible, captain and pilot shall avoid using the same Radar, ECDIS, VHF; these types of equipment should be cleaned prior and after pilotage.
- The wheelhouse, when possible, should remain well ventilated via opening doors or windows.
- Crew entering the bridge should thoroughly clean hands with alcohol-based hand rub or soap with water and must wear a facial mask.
- The captain may refuse pilotage if pilots not following these guidelines properly.

Thank you for assisting us in keeping one another safe !

DIRECTOR
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