

### BEFORE ENTERING THE YARD

#### 1. Access by sea:

Navantia will request that all the ships (Cruises and Flotels) submit the **Maritime Declaration of Health (MDH)** to Foreign Health in all cases, including those that test negative.

They must submit a copy of this form to the Ship Repair Manager, proving the fulfilment of this requirement.

#### 2. Other access:

Besides the previous control applied to Airports, Customs, etc., all of the personnel under the shipowner's responsibility (crew and contractors), must fill out an itinerary **questionnaire** of the **14 days prior** to arrival.

In order to do this, Navantia will prepare a designated area in the shipyard where questionnaires can be handed out to all workers before they access the ship and where the **Ship's medical personnel can monitor** any suspicious symptomology.

For cases of Shipowner personnel (Technicians or Contractors) that arrive at the Shipyard prior to the Ship arriving at Navantia facilities, both the questionnaire management and the sanitary control will be carried out by the Shipowner, through its agent. The Shipowner can use the place designated by Navantia or any other that they establish outside the Shipyard.

#### 3. Current criteria to activate medical resources:

- A. Any person whose condition is clinically compatible with an acute respiratory infection of any level of severity or with a fever of an unknown source, as well as a travel history in **China** (including Hong Kong and Macao) and **Italia** (Lombardía, Véneto, Emilia-Romaña and Piamonte), **Japan**, **South Korea**, **Singapore** and **Iran** in the **14 days prior** to the beginning of the symptoms.
- B. Any person with a fever or acute respiratory symptoms, such as dyspnoea (shortness of breath) or a cough and a history of *close contact* with a probable or confirmed case in the 14 days prior to the beginning of the symptoms, considering *close contact*:
  - B.1. Any person who has taken care of a probable or confirmed case: health workers that haven't taken the proper protective measures, family members or people that have similar types of physical contact.
  - B.2. Any person that has been in the same location as a probable or confirmed case, within a 2 meter distance (e.g. spouses, partners, visits).
  - B.3. In an airplane, passengers within a two-seat radius of a probable or confirmed case and the crew members that have had contact with said cases.
- C. Any person that requires hospitalization due to an acute respiratory infection and has a history of traveling to **China, Italia, Japan, South Korea, Singapore and Iran** in the 14 days prior to the beginning of the symptoms.

The countries and regions above referred could be updated, being necessary consult this information in this link <https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/areas.htm>

If any of the above should apply, whether these cases are detected previously, Navantia's Medical Service should be **notified immediately and maintain to this person isolated in designated areas in the check-point (if there is)** or to transfer to Navantia's health facilities, where will be provided a specific protective mask as well as to notify and organize with Local Health Authorities, to carry out the procedure to follow.

PHONES	Internal		External	
Medical Services				

To transfer the suspected patient, the persons who escort him should be use a protective mask, as minimum.

In case that medical team have to do medical screening, they must use filter (FFP2 at least), rubber gloves, biological protective coveralls and eye protection.

### OTHER MEASURES

- During the stay, the **shipowner** must be **extremely vigilant** about suspected cases and must make all of the personnel aware so that any case of respiratory illness is swiftly communicated to their health services, to establish a smooth flow of communication between them and Navantia's medical services, acting as interlocutors with local health authorities. (112).
- If the Shipowner has designated areas isolated onboard **for suspicious cases**, in Medical facilities or wherever, the Owner's Medical Services **MUST MAINTAIN CUSTODY** to these personnel and immediately to be communicated it to Navantia's Medical Services in order to be oriented about the evacuation instructions by local health authorities (112), as appropriate.
- The shipowner must reinforce standard hygiene measures to avoid further spread of the disease amongst the community, cleaning practices (water-bleach), ventilation, hand-washing (disinfectant), food hygiene, etc.
- Information from the company's Prevention Department (occupational health and safety); especially in order to minimize the sense of alarm due to the presence of workers from foreign countries possibly affected, and to update all on information of interest. <https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/home.htm>
- Medical Services will be assigned a precautionary isolation cabin with restricted visitation to use until the emergency team arrives to assist the suspected case.
- A commitment to update the information, according to our Health Department's orders (Foreign Health and Public Health).



## **A. REQUERIMENTS FOR ACCESS PERSONNEL TO SHIPYARD**

### **1. Access by Sea:**

- 1.1. Owner must supply a copy of the Maritime Declaration of Health (MDH) to be given to Foreign Health Authorities upon arrival at the first port of call in Spain.
- 1.2. Owner must fill in a Responsible Statement (attached File no 1) reflecting that a Health Check (Questionnaire) has been done to all personnel onboard with respect to the questions required by Navantia.
- 1.3. The delivery of both documents must be done prior the Ship's arrival at the Shipyard, either directly by the Owner or through his ship agent, sending them by email to the addresses indicated by Navantia.

### **2. Access by Shipyard's Gate:**

- 2.1. Owner is responsible for the fulfilment of the health controls required by Navantia for all personnel under his responsibility (Crew / Staff / Contractors / Technicians / Visitors) who need to access the Shipyard.
- 2.2. The **Health Control** consists of two actions:
  - 2.2.1. **Health Check.**
    - a) Personnel under owner responsibility must be fill a Health Check (Questionnaire) on an individual basis (attached File no 2) prior to access to Shipyard.
    - b) In case of Contractors, this individual Questionnaire can be replaced by a Responsible Statement (attached File no 1), which has to be arranged directly by the Owner or through his agent.
    - c) Both documents above must be delivered to Navantia prior to access to Shipyard, sending them by email to the addresses indicated by Navantia.
    - d) In exceptional cases, delivery of the individual questionnaires may be admitted at the Shipyard access control (Security Offices).

#### **2.2.2. Temperature Control** at the Shipyard's access.

All Personnel under Owner responsibility must undergo the temperature controls that Navantia establishes at the Shipyard's access points.

## **B. CASES OF NON-AUTHORIZATION TO ACCESS THE SHIPYARD**

1. Any person who in the Health Questionnaire has indicated any symptom related with COVID-19: Fever, cough, chills, respiratory distress. In case of people onboard, this person must be confined until the Owner manages to carry out test to dismiss positive case for COVID-19.
2. Any person who has reported in the questionnaires any symptom related to COVID-19: cough, fever, any type of respiratory distress.

In case of personnel onboard, such person must be confined until the Owner arranges that the corresponding tests are carried out to dismiss a positive case for COVID-19.

3. Any person trying to access the yard with a temperature higher than 37.5 °C.  
To proceed for subsequent access authorization, Owner must arrange that corresponding tests are carried out to dismiss a positive case for COVID-19 and submit such evidence to Navantia.
4. Any person attended in previous days in hospital emergency units and who presents the signs of acute respiratory infection referred to in point B.1 or who has had proven close contact with a confirmed or probable case of COVID-19.
5. Any person who after suffering an infection by COVID-19 and receiving the discharge report (14-day quarantine) suffers again the symptoms referred to in section B.1 or after completing the required quarantine for being a caregiver of a confirmed or probable case (14 days after discharge of the person being cared for) presents symptoms of COVID-19.

## **C. OTHER SITUATIONS DURING THE DRY-DOCKING IN THE SHIPYARD**

1. If any of the B.1 or B.2 cases above are detected during the stay of the Owner's personnel at the yard, Navantia's Medical Service must be notified immediately.
2. Owner must confine this person(s) in the designated area on board where a surgical mask must be provided and worn.
3. Navantia's Medical Service will activate the notification to the local Health Authorities and follow the procedure indicated by the authorities
4. If there were persons accompanying the suspect case, it is recommended that they also wear a mask. If the suspect patient needs to be examined, protective equipment must be worn as per action procedure for health personnel: FFP2 mask or higher, rubber gloves, biological protective coveralls and anti-splash eye protection

## **D. SAFETY MEASURE TO BE IMPLEMENTED BY OWNER**

1. During the stay at the yard, Owner must be extremely vigilant of disease suspect cases, and must make all personnel aware to inform their health service swiftly of any arising case of respiratory illness. Coordination between health service and Navantia's medical services must be fluent, as the latter will act as interlocutors with the local health authorities. (112/061).
2. Owner must have an isolation area onboard for suspect cases and must maintain patient(s) confined while such circumstance is communicated to Navantia's Medical Services, as soon as possible.
3. Owner must reinforce standard hygiene measures to avoid further spread of the disease amongst the community, cleaning practices, ventilation, hand-washing (disinfectant), food hygiene, etc., as well as organizational and informative measures to keep social distance and wearing of surgical mask or applicable PPE.

## HEALTH CHECK QUESTIONNAIRE (COVID-19)

<b>Name and Surname</b>								
<b>Age</b>		<b>Gender</b>	<b>Male</b>	<input type="checkbox"/>	<b>Female</b>	<input type="checkbox"/>	<b>DK/DA</b>	<input type="checkbox"/>
<b>Country of residence now</b>				<b>Usual residence</b>				
<b>Company name</b>								

CLINICAL INFORMATION						
<b>Clinical State</b>	<b>Symptom onset date</b>		<b>Yes</b>	<b>No</b>	<b>DK/DA</b>	
Fever			<input type="checkbox"/>	°C ____	<input type="checkbox"/>	<input type="checkbox"/>
Cough			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Respiratory distress /chills / myalgia			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Other severe clinical or radiological symptoms / signs			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Specify:						

<b>EPIDEMIOLOGICAL DATA</b>	<b>Risk history in the 14 days prior to the onset of symptoms</b> (click the appropriate boxes)			
<b>QUESTIONS</b>	<b>Yes</b>	<b>No</b>	<b>DK/DA</b>	<b>In affirmative case Last contact Date</b>
<b>Have you had close contact with a patient with acute respiratory infection?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Have you had close contact with a likely or confirmed patient of covid-19?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**I certify** that the above declaration is true and correct and that any dishonest answers may have serious public health implications.

We inform you that your personal data will be processed by NAVANTIA in order to apply control measures against the risk of COVID-19. This data may be reported to the Spanish Public Health Authorities.

You can exercise your rights of access, rectification, deletion, opposition, portability and limitation of the processing of your data by going to NAVANTIA, with fiscal address at C/ Velazquez 132, 28006 Madrid or comiteseguridadrgpd@navantia.es, accompanying a copy of your ID Card duly proving your identity.

<b>Date</b>
<b>Signature</b>
<b>Name and Surname</b>

### EXPLANATORY NOTES

#### **Definition of Close Contact**

(According to European Centre for Disease Prevention and Control)

Close contact of a probable or confirmed case is defined as:

- A person living in the same household as a COVID-19 case;
- A person having had direct physical contact with a COVID-19 case (e.g. shaking hands);
- A person having unprotected direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on, touching used paper tissues with a bare hand);
- A person having had face-to-face contact with a COVID-19 case within 2 metres and > 15 minutes;
- A person who was in a closed environment (e.g. classroom, meeting room, hospital waiting room, etc.) with a COVID-19 case for 15 minutes or more and at a distance of less than 2 metres;
- A healthcare worker (HCW) or other person providing direct care for a COVID-19 case, or laboratory workers handling specimens from a COVID-19 case without recommended personal protective equipment (PPE) or with a possible breach of PPE;
- A contact in an aircraft sitting within two seats (in any direction) of a COVID-19 case, travel companions or persons providing care, and crew members serving in the section of the aircraft where the index case was seated (if severity of symptoms or movement of the case indicate more extensive exposure, passengers seated in the entire section or all passengers on the aircraft may be considered close contacts)

# NAVANTIA - HEALTH QUESTIONNAIRE

**COMPANY**

**Name and Surname**

I certify that these questions have been asked to all personnel included in the list and that all people have been encouraged to be honest in the answers due to the serious public health implications.

Nº	Question
1	Have you experienced fever, cough, chills, respiratory distress, myalgia?
2	Have you had close contact with a patient with acute respiratory infection in the past 14 days?
3	Have you had close contact with a probable or confirmed patient with covid-19 in the past 14 days?

Put an X in the appropriate box

nº	ID	NAME	SURNAME	Question 1		Question 2		Question 3	
				Yes	No	Yes	No	Yes	No
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**MEASURES BEFORE ENTERING THE YARD**

**1. Access:**

Besides any previous control that may be applied by Airports, Customs, etc., all personnel hired by Navantia and come from outside Spain, must fill in a **questionnaire** about the itinerary followed during the **14 days prior** to their arrival.

In order to do this, Navantia will prepare a designated area in the shipyard where the worker can carry out the fulfilment of these questionnaires. At the same time, after the filling in the questionnaire, the **Navantia Medical Staff will carry out a health controls** in order to monitor any suspicious symptomatology.

**2. Current criteria to activate medical resources:**

- A. Any person whose condition is clinically compatible with an acute respiratory infection of any level of severity or with a fever of an unknown source, as well as a travel history in **China** (including Hong Kong and Macao) and **Italia** (Lombardía, Veneto, Emilia-Romaña and Piamonte), **Japan**, **South Korea**, **Singapore and Iran** in the **14 days prior** to the beginning of the symptoms.
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PHONES	Internal		External	
Medical Services	Telf.	1555	Telf.	+34.649.004.995

To transfer the suspected patient, the persons who escort him should be use a protective mask, as minimum.

In case that medical team have to do medical screening, they must use filter (FFP2 at least), rubber gloves, biological protective coveralls and eye protection.



## OTHER MEASURES

- During the stay, the **contractor** must be **extremely vigilant** about suspected cases and must make all of the personnel aware so that any case of respiratory illness is swiftly communicated to Navantia's Medical Services.
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- Information from the company's Prevention Department (occupational health and safety); especially in order to minimize the sense of alarm due to the presence of workers from foreign countries possibly affected, and to update all on information of interest. <https://www.mscbs.gob.es/profesionales/saludPublica/ccayes/alertasActual/nCov-China/home.htm>
- Medical Services will be assigned a precautionary isolation cabin with restricted visitation to use until the emergency team arrives to assist the suspected case.
- A commitment to update the information, according to our Health Department's orders (Foreign Health and Public Health).



**CONSULTE CON SU  
SERVICIO MÉDICO DE  
NAVANTIA**



## **MADRID**

<b>PHONES</b>	<b>Internal</b>		<b>External</b>	
Medical Services	Tel	8500	Tel	+34 913358500

## **CARTAGENA**

<b>PHONES</b>	<b>Internal</b>		<b>External</b>	
Medical Services	Tel	7670	Tel	+34 968327670

## **FERROL**

<b>PHONES</b>	<b>Internal</b>		<b>External</b>	
Medical Services	Tel	1555	Tel	+34 981331555

## **FENE**

<b>PHONES</b>	<b>Internal</b>		<b>External</b>	
Medical Services	Tel	1555	Tel	+34 981331555

## **SAN FERNANDO**

<b>PHONES</b>	<b>Internal</b>		<b>External</b>	
Medical Services	Tel	9899/9886	Tel	+34 856309899/9886

## **CADIZ**

<b>PHONES</b>	<b>Internal</b>		<b>External</b>	
Medical Services	Tel	6412	Tel	+34 956295412

## **PUERTO REAL**

<b>PHONES</b>	<b>Internal</b>		<b>External</b>	
Medical Services	Tel	5311	Tel	+34 956820311