



REPUBLIC OF CYPRUS

SHIPPING DEPUTY MINISTRY TO THE PRESIDENT

Circular No.: 12/2020

SDM 21.11.02

14 May 2020

To all members of the Cyprus Shipping Chamber
To all members of the Cyprus Union of Shipowners
To all members of the Cyprus Shipping Association
To all Registered Owners, Registered Bareboat Charterers, Registered Ship Managers
To all Owners of Coastal Passenger Ships

Subject: Procedure for facilitating crew changes within the framework of the gradual relaxation of the Restrictive Measures applicable during the COVID-19 Pandemic

According to, Decrees No. 20 and No.21 of 2020 issued by the Minister of Health (on the determination of measures to prevent the spread of COVID-19), crew changes are possible at Cyprus ports provided certain conditions are met.

In the present circular, the Shipping Deputy Ministry (SDM) wishes to inform you of the **procedure for conducting crew changes in a practical and effective way**, in accordance with the above Decrees and the revised instructions of the Minister of Transport, Communications and Works, dated 6 May 2020, for the operation of Ports and Port Facilities as well as the related protocol for crew changes (attached). This procedure is as follows:

1. Interested companies must address electronically all requests for crew changes to the Shipping Deputy Ministry to the following email addresses: deputy.minister@dms.gov.cy and epavlidou@dms.gov.cy.

All such requests will be assessed by the SDM and, upon their approval, will be referred to the Ministry of Transport, Communications and Works (MTCW) for granting the necessary approval of the Minister of Transport, Communications and Works to perform a flight.

2. The above arrangements will apply provided the provisions of the Decrees No. 20 and No.21 of the Minister of Health (on the determination of measures to prevent the spread of COVID-19) as issued on 30 April 2020 and 05 May 2020, as well as the provisions of the Protocol for crew changes issued by the MTCW, are met.



We note that requests concerning crew changes need not be registered on the online platform connect2cy of the Ministry of Foreign Affairs, which operates for the purpose of providing assistance to Cypriot citizens or permanent residents of Cyprus in emergency situations.

Crew change requests involving Cypriot citizens who wish to remain in the Republic of Cyprus should be addressed to the Ministry of Health for handling.



Stavros Michael
Acting Permanent Secretary
Shipping Deputy Ministry

CC:

- Permanent Secretary, Ministry of Foreign Affairs
- Permanent Secretary, Ministry of Transport, Communications and Works
- Permanent Secretary, Ministry of Ministry of Energy, Commerce and Industry
- Commander Joint Rescue Coordination Center

Crews change protocol

1. Crew change is allowed in the following categories of ships:
 - 1.1. Crew members of commercial ships.
 - 1.2. Crew members that work on platforms that are currently conducting research drilling works within the exclusive economic zones of countries that the Republic of Cyprus has established diplomatic relations with.
 - 1.3. Crew members of cruising ships that are currently laid-up.
 - 1.4. Crew members of recreation ships.

2. For a crew change to take place, the following rules apply:
 - 2.1. Those persons have to remain in self-isolation for 14 days before entering the Republic of Cyprus. The attached document will have to be completed as a confirmation of the above.
 - 2.2. They have to have taken the coronavirus molecular test before their arrival or –if this is not possible- immediately after their arrival and the result should be negative.
 - 2.3. The company that employs the said crews and/or the agent that has undertaken the crew change has to take the necessary action for the transportation of the crew directly from the ship to the airport and the transportation of crews arriving by plane to the port of departure under strict protection measures.
 - 2.4. If the arrival of the ship and the arrival of the flight cannot be synchronized, the company and/or the agent has to make the necessary arrangements in cooperation with the authorities for the accommodation of the crew in particular shelters where they are going to stay isolated until the arrival of the flight or the ship.
 - 2.5. If the results of the molecular tests are still pending, the company and/or the agent has to make the necessary arrangements in cooperation with the authorities for the

accommodation of the crew in particular shelters where they are going to stay isolated until the announcement of the results.

- 2.6. Whenever possible, the crew that is going to disembark shall remain on board until the date of the flight.
- 2.7. Persons that work as crew members in ships that are docking at Cyprus ports and those persons are going to disembark from the ship in order to leave the Republic of Cyprus and the arrival of the ship cannot be synchronized with the arrival of the flight, the company and/or the agent has to make the necessary arrangements in cooperation with the authorities for the accommodation of the crew in particular places where they are going to stay isolated until the arrival of the flight. For those persons, points (1) and (2) above do not apply.

3. Procedure at the airport

- 3.1. The crew changes shall be realized with flights specifically chartered for this purpose either by the agent or the ship-owner and/or those organized by the Republic for the repatriation of Cypriot citizens in the event there is space available.
- 3.2. Within the premises of the airport, all the safety and protection instructions have to be implemented.
- 3.3. The use of a mask is compulsory while all the measures of hand sanitization will have to be implemented. Staff members in the airports and other people within the premises should keep the distance of 2 metres from each other.
- 3.4. The transportation to the airport has to be completed within reasonable time as required by the instructions provided by the respective airline before the embarkation at the airport.

4. Procedure at the port

- 4.1. Members of the crew that are going to enter the port of the port facilities for reasons of embarkation/disembarkation to/from the ship will have to follow strict protection measures.
- 4.2. The use of a mask is compulsory while all the measures of hand sanitization will have to be implemented. Staff members in ports and other people within the premises should keep the distance of 2 metres from each other.
- 4.3. The transportation to the port has to be completed within short time in relation to the embarkation time and provided that the ship is due to the embarkation of the crew.
- 4.4. The disembarkation shall take place only at the presence of the transportation vehicle which is going to transport the crew to the airport or to the designated shelter according to the case.
- 4.5. The embarkation of the new crew shall take place only after the previous crew has left, unless this cannot take place for security reasons.
- 4.6. Any additional instructions provided by the manager of the port and the Cyprus Ports Authority as regulatory authority shall be strictly implemented.

5. Transportation process

- 5.1. Transportation from and to the destination, according to the case (port, airport, hotel) shall be conducted under strict rules.
- 5.2. The transportation process shall be direct and no intermediate stops will be allowed. Disembarkation from the bus/shuttle is not allowed unless there is an emergency.
- 5.3. The type of bus/shuttle chosen will depend upon the number of passengers and in relation with the rules in force implemented within the Republic.

6. Further instructions

- 6.1. When, according to paragraphs 2.2, a coronavirus molecular test is deemed necessary during the arrival of the crew members in the Republic, the company and/or the agent shall make arrangements through a relative agreement with the laboratory and take all the necessary actions for the direct transportation of the crew to a laboratory where the molecular test is to take place, in compliance with the procedure set out by paragraph 5, before the crew is transported to the shelter.
- 6.2. In the event that the use of specific shelters is deemed necessary in accordance to paragraphs 2.4 and 2.5, the company and/or the agent will have to provide the appropriate shelter and the relative arrangements should be made for the accommodation of the crew, where the crew members should stay in isolation for the time required according to each case.
- 6.3. The expenses of the ticket, bus/shuttle, use of protective measures, molecular testing and crew members accommodation in shelters shall be covered by the company/agent.

During the last 14 days, have you:

- Tested positive for being infected with the coronavirus (COVID-19)?
Yes / No If "Yes", please provide date of test and name of test:
- Tested positive for the antibodies for the coronavirus (COVID-19)?
Yes / No If "Yes", please provide date of test and name of test:
- Shown any symptoms associated with the coronavirus (COVID-19), specifically,
A new and continuous cough: Yes / No
A fever: Yes / No
- Completed a period of self-isolation related to the coronavirus (COVID-19)?
Yes / No If "Yes", please explain the circumstances and the length of self-isolation:
- Had close contact with anyone that has tested positive for coronavirus (COVID-19)?
("Close contact" means being at a distance of less than one metre for more than 15 minutes.)
Yes / No
- Had close contact with anyone with symptoms of the coronavirus (COVID-19)?
("Close contact" means being at a distance of less than one metre for more than 15 minutes.)
Yes / No
- Maintained good personal hygiene and complied with applicable health protection measures and precautions?
Yes / No

I confirm that the information provided above is correct to the best of my knowledge.

Signature:

Date: