



**INTERIM GUIDANCE
FOR PREPAREDNESS AND RESPONSE TO CASES OF COVID-19
AT POINTS OF ENTRY IN THE EUROPEAN UNION (EU)/EEA
MEMBER STATES (MS)**

CHECKLIST

**Interim advice for restarting cruise ship operations after lifting
restrictive measures in response to the COVID-19 pandemic**

Version 1

31 July 2020

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Introduction

This checklist has been developed to facilitate performance of focused inspections based on the "Interim advice for restarting cruise ship operations after lifting restrictive measures in response to the COVID-19 pandemic" (Version 1, 30 June 2020) available here:

https://www.healthygateways.eu/Portals/0/plcdocs/EU_HEALTHY_GATEWAYS_COVID-19_RESTARTING_CRUISES.pdf?ver=2020-07-01-140908-853

This checklist is not a comprehensive list. National and local rules should be considered and this checklist should be read and used together with the above mentioned advice document.

Instructions for checklist completion

The checklist consists of two parts. Part A is related to essential prerequisites that need to be in place in order for the cruise ship to restart its operations. Part B is related to operational standards that the cruise ship should follow during its operation.

Both parts of the checklist consist of two sections. On the left section, and for each item, the inspectors decide whether the implementation of the standard is full, partial or none, based on the indicators that are listed on the right section. The right section consists of indicators that facilitate the inspectors to make the decision regarding the degree of compliance. More specifically, for each prerequisite or item the right section of the table provides specific indicators that the inspector should check whether they are followed, specific records that the inspector should review and a column for the inspectors to provide justification.

The items of the checklist are conveniently separated according to specific areas of the ship in order to facilitate the planning of the inspection and the completion of the checklist. For each item of the checklist, the inspectors should first inspect the related indicators and review the relevant documents. Then, the inspectors should check whether each indicator is fulfilled and provide a justification for their decision. Based on the indicators for a specific item, the inspectors should decide whether the implementation of the item is full, partial or none.

The inspectors can print the checklist and fill it in during the inspection, or directly complete it electronically. The inspectors will be given access to a database to upload the completed checklist (either as a Word document or as a scan of the hard copy) as well as any related document.



Inspection information

The inspections will be scheduled in cooperation with the companies and the competent authorities, and EU HEALTHY GATEWAYS will facilitate the process of scheduling. It will not be necessary to conduct the inspection before starting the cruise ship operations. This could be arranged at any date and at any port, in agreement with the company and the inspectors.

Inspectors should carry out their work within the national and local rules considering also the standards provided in the European manual for hygiene standards and communicable disease surveillance on passenger ships.

Inspectors should:

- carry out their duties in a courteous and unbiased manner, with the minimum level of disruption necessary to the service and with respect to the dignity, privacy and rights of service users;
- take into account the age, understanding, circumstances and abilities of service users;
- be as available as possible to any responsible crew, who might wish to speak to them.

Once on board, inspectors should inform the designated crew about the purpose of the focused inspection that will be conducted. An inspection should start with an introductory discussion with the designated crew on matters relating to the COVID-19 plan and procedures applied on board.

The lead inspector will introduce the team to the Captain and the managers, and will be responsible for completing the checklist. He/she will be the contact point for inspection.

Inspectors must wear appropriate clothing and personal protective equipment (PPE) while carrying out an inspection on board, such as ear noise protection, jacket and hair covering, where necessary.

Once the inspection is completed, the Captain or other designated crew will be informed of the focused inspection findings, which will include deficiencies and good practices observed.

The competent authority will decide if a follow up inspection needs to be performed in case the standards are partially fulfilled or not fulfilled.



Focused inspection details

Focused inspection on COVID-19 prevention and control for resuming cruise ship voyages in the EU

Ship name	Owner	Date of inspection	Port of inspection
First inspector	Second inspector	Third inspector	Fourth inspector



PART A – Essential Prerequisites

Prerequisite status To be completed after the indicator checklist		Indicator checklist To be completed before the prerequisite status				
Prerequisite	Implementation Status	Indicator number	Indicator	Fulfilled Yes/No	Example of records to be reviewed	Justification Provide evidence, list records reviewed and describe activities observed that indicated the stage of Implementation
Prerequisite 1 Monitoring of epidemiological situation, rules and restrictions worldwide	☐ Full ☐ Partial ☐ None	A.1.1	Cruise line monitors information on the situation regarding borders, travel restrictions, travel advice, public health measures and safety measures at the destination ports.	☐ Yes ☐ No	- Itinerary - Passenger list country of origin - Crew members list country of origin - Sources of information that the ship is using for monitoring of epidemiological situation, rules and restrictions worldwide	
		A.1.2	Cruise line monitors information on the situation regarding borders, travel restrictions, travel advice, public health measures and safety measures in the countries from which passengers originate.	☐ Yes ☐ No		
		A.1.3	Cruise line monitors information on the situation regarding borders, travel restrictions, travel advice, public health measures and safety measures in the countries from which crew members originate.	☐ Yes ☐ No		
Prerequisite 2 Contingency plan/outbreak management plan & Interoperability	☐ Full ☐ Partial ☐ None	A.2.1	The written contingency plan/outbreak management plan for responding to COVID-19 event is available.	☐ Yes ☐ No	Contingency plan/outbreak management plan	
		A.2.2	The plan has been submitted to the competent authority of at least one of the	☐ Yes ☐ No		



with the port plan		A.2.3	The contingency plan/outbreak management plan has been reviewed to verify interoperability with the port public health emergency contingency plan.	☐ Yes ☐ No	Document that proves the plan has been submitted and reviewed by at least one of the ports of call	
		A.2.4	The contingency plan/outbreak management plan includes transport plans hygiene protocols, and other content as described in the interim advice document.	☐ Yes ☐ No		
Prerequisite 3 Arrangements for medical treatment and ambulance services	☐ Full ☐ Partial ☐ None	A.3.1	Arrangements have been made for passengers and crew members to receive medical treatment ashore (including possible air evacuation if needed).	☐ Yes ☐ No	Contingency plan/outbreak management plan of the cruise ship	
Prerequisite 4 Arrangements for repatriation	☐ Full ☐ Partial ☐ None	A.4.1	Repatriation plans for passengers and crew members are available for review.	☐ Yes ☐ No	Contingency plan/outbreak management plan of the cruise ship incorporating the repatriation plan	
		A.4.2	Repatriation plans consider different scenarios for partial or complete ship evacuation in the event of a COVID-19 outbreak.	☐ Yes ☐ No		
		A.4.3	At least one of the ports of call has airports operating international flights allowing repatriation of passengers and crew.	☐ Yes ☐ No		
		A.4.4	Criteria for allowing repatriation and air travel have been considered.	☐ Yes ☐ No		
		A.4.5	Airline public health policies and public health policies of home countries should be considered.	☐ Yes ☐ No		
Prerequisite 5 Arrangements for quarantine of	☐ Full ☐ Partial	A.5.1	Quarantine facilities have been agreed upon and pre-specified with the local authorities at the home port (or at least	☐ Yes ☐ No	Contingency plan/outbreak management plan	



close contacts (exposed passengers or crew members with negative RT-PCR test results for SARS-CoV-2)	☐ None		one of the ports of call).	☐ Yes ☐ No		
		A.5.2	Procedures are in place for managing close contacts and include disembarkation and different scenarios with the expected number of persons to be quarantined.			
		A.5.3	Cost recovery for health measures implementation has been agreed upon and pre-specified with the local authorities at the home port or at least one of the ports of call.			
Prerequisite 6 Arrangements for isolation of symptomatic/ asymptomatic/ pre-symptomatic travellers (passengers or crew members with positive RT-PCR test results for SARS-CoV-2)	☐ Full ☐ Partial ☐ None	A.6.1	Isolation facilities have been pre-specified for symptomatic/asymptomatic/pre-symptomatic infected travellers with positive RT-PCR test results for SARS-CoV-2.	☐ Yes ☐ No	Contingency plan/outbreak management plan	
		A.6.2	Isolation procedures have been agreed with the local authorities at the home port or at least one of the ports of call and include disembarkation and different scenarios with the expected number of persons to be isolated.			
		A.6.3	Cost recovery for health measures implementation has been agreed upon and pre-specified with the local authorities at the home port or at least one of the ports of call.			
Prerequisite 7 Adequate testing capacity for SARS-CoV-2 infection on board or in cooperation with shore-based	☐ Full ☐ Partial ☐ None	A.7.1	A plan is available for conducting RT-PCR for SARS-CoV-2 on board or in ashore facilities.	☐ Yes ☐ No	- Contingency plan/outbreak management plan - Training records	
		A.7.2	Training records are available for medical staff on sample collection and laboratory testing performance if such equipment is available on board.			



laboratories						
Prerequisite 8 Training of crew about COVID-19	☐ Full ☐ Partial ☐ None	A.8.1	Training plan and records are available for review for all crew working on board.	☐ Yes ☐ No	• Training plan • Training records	
		A.8.2	Records from table-top exercises/drills are available for review.	☐ Yes ☐ No	• Records for table-top exercises/drills	
Prerequisite 9 Commitment for immediate reporting to the next port of call of any possible case	☐ Full ☐ Partial ☐ None	A.9.1	Written and clearly defined procedures are agreed upon and implemented for immediate reporting through the Maritime Declaration of Health to the health authority at the next port of call.	☐ Yes ☐ No	Reporting procedures	
		A.9.2	Review records to document active surveillance of possible COVID-19 cases and immediate reporting to the next port of call.	☐ Yes ☐ No		
Prerequisite 10 Estimation of the maximum number of passengers and crew on board cruise ships	☐ Full ☐ Partial ☐ None	A.10.1	The number of passengers and crew on board has been reduced ensuring that physical distancing measures are maintained.	☐ Yes ☐ No	Contingency plan/outbreak management plan	
		A.10.2	Cruise ship operators have ensured that they are able to individually and temporarily isolate or quarantine (in a single cabin) possible COVID-19 cases/contacts: • 5% of passengers and 5% of crew on board for ships where it will not be possible to disembark crew and passengers who need to be quarantined or isolated within 24 hours from detection of the first possible COVID-19 case. • 1% of passengers and 1% of crew	☐ Yes ☐ No		



			for ships where it will be possible to disembark crew and passengers who need to be quarantined or isolated within 24 hours from detection of the first possible COVID-19 case.			
		A.10.3	The maximum number of crew members living in the same cabin is 2 persons.	☐ Yes ☐ No		



PART B – Operational standards

Item status To be completed after the indicator checklist			Indicator checklist To be completed before the prerequisite status			
Item	Implementation Status	Indicator number	Indicator		Example of records to be reviewed	Justification Provide evidence, list records reviewed and describe activities observed that indicated the stage of implementation
Item 1 Prevention of COVID-19 passenger's from starting holidays	☐ Full ☐ Partial ☐ None	B.1.1	Anyone who has been in contact with a confirmed case of COVID-19 or anyone who is tested positive for SARS-CoV-2 by RT-PCR is not accepted on board the cruise ship	☐ Yes ☐ No	Exclusion policy	
		B.1.2	Passengers in high risk groups or with underlying medical conditions are advised to visit a doctor for pre-travel medical consultation.	☐ Yes ☐ No		
		B.1.3	Crew members in high risk groups work in positions where there is little or no interaction with other individuals and use advanced respiratory protection.	☐ Yes ☐ No		
Item 2 Measures to prevent COVID-19 infectious travellers (passengers and crew) from boarding cruise ships	☐ Full ☐ Partial ☐ None	B.2.1	The ship implements pre-boarding screening measures as a two-step process: primary screening and secondary screening	☐ Yes ☐ No	Logs and records of laboratory test results	
		B.2.2	Primary screening includes observing travellers for any signs of infectious disease and checking their body temperature. It is supported by completion of health screening questionnaires.	☐ Yes ☐ No		
		B.2.3	Secondary screening is carried out by personnel with public health or medical training and includes an in-depth interview, a focused medical	☐ Yes ☐ No		



			(and if necessary laboratory) examination, and a second temperature measurement.			
		B.2.4	There is a standard policy for denial of boarding to any exposed or symptomatic possible case among passengers and crew.	☐ Yes ☐ No		
		B.2.5	Data Protection Legislation (GDPR) is followed for any personal data collected from individuals.	☐ Yes ☐ No		
		B.2.6	Laboratory molecular testing for SARS-CoV-2 to all incoming passengers is applied.	☐ Yes ☐ No		
		B.2.7	Laboratory molecular testing for SARS-CoV-2 to all incoming crew is applied.	☐ Yes ☐ No		
Item 3 Communication plan, website, electronic reservation system and other means of communication	☐ Full ☐ Partial ☐ None	B.3.1	All relevant information about the exclusion policy, as well as any pre-requisites and country specific rules are provided to passengers.	☐ Yes ☐ No	• Communication plan • Exclusion policy • Travel information	
		B.3.2	All materials are available in the national language, English and, where needed, other languages based on the most common language profiles of the passengers travelling.	☐ Yes ☐ No		
		B.3.3	The communication plan should cover processes related to ticketing, at pre-arrival, at the terminal, on board, as well as the procedures in case of a COVID-19 event.	☐ Yes ☐ No		
		B.3.4	Travel information contains information regarding the symptoms of COVID-19, the associated health risks especially for vulnerable groups, the importance of preventive measures and recommended personal hygiene items to carry.	☐ Yes ☐ No		
		B.3.5	The ticketing process should include information regarding the latest health and safety considerations, including those posed by COVID-	☐ Yes ☐ No		



			19. During the ticketing process passengers should be informed about eligibility requirements.			
		B.3.6	Before travelling, and, if applicable, regularly during the voyage, all relevant information is provided to passengers and crew members.	☐ Yes ☐ No		
		B.3.7	Passengers and crew are informed on hand hygiene issues, respiratory etiquette and use of face masks.	☐ Yes ☐ No		
Item 4 Cleaning and disinfection	☐ Full ☐ Partial ☐ None	B.4.1	Enhanced cleaning and disinfection is implemented in accordance with the EU HEALTHY GATEWAYS guidance on "Suggested procedures for cleaning and disinfection of ships during the COVID-19 pandemic (Version 2 – 20/04/2020)".	☐ Yes ☐ No	- Cleaning log - Cleaning plan	
		B.4.2	Shared public areas/facilities and surfaces that are frequently touched are cleaned and disinfected with increased frequency.	☐ Yes ☐ No		
		B.4.3	Special protocols for cleaning and disinfection are implemented after a possible or confirmed COVID-19 case has been identified.	☐ Yes ☐ No		
		B.4.4	There are adequate PPE for cleaning crew.	☐ Yes ☐ No		
Item 5 Training of crew	☐ Full ☐ Partial ☐ None	B.5.1	Crew is trained on recognition of the signs and symptoms compatible with COVID-19.	☐ Yes ☐ No	- Training plan - Training records	
		B.5.2	Crew is trained on the procedure that should be followed when a passenger or a crew member displays signs and symptoms indicative of COVID-19.	☐ Yes ☐ No		
		B.5.3	Each member of the crew should be trained in their role and responsibilities to implement measures as per the contingency plan/outbreak	☐ Yes ☐ No		



			management plan.			
		B.5.4	Crew is instructed to report symptoms compatible with COVID-19 for both themselves and other crew members or passengers. If they develop symptoms they should not come to work and immediately self-isolate.	☐ Yes ☐ No		
		B.5.5	Crew is trained on physical distancing measures, managing crowds, use of PPE and cleaning and disinfection protocols.	☐ Yes ☐ No		
		B.5.6	Medical crew should be trained in appropriate sample collection as well as storage and transport of the samples.	☐ Yes ☐ No		
		B.5.7	Training takes place every 30 days.	☐ Yes ☐ No		
Item 6 Storage facilities	☐ Full ☐ Partial ☐ None	B.6.1	There are adequate supplies of disinfectants and hand hygiene supplies.	☐ Yes ☐ No		
		B.6.2	There are adequate supplies of PPE (including gloves, long-sleeved impermeable gowns, goggles or face shields, medical face masks and filtering face-piece (FFP) respirators).	☐ Yes ☐ No		
		B.6.3	There are adequate supplies of PPE for use by passengers and crew.	☐ Yes ☐ No		
Item 7 Embarkation / disembarkation facilities	☐ Full ☐ Partial ☐ None	B.7.1	There are disinfectants and hand hygiene supplies available.	☐ Yes ☐ No	Contingency plan/outbreak management plan	
		B.7.2	There are stations with alcohol-based hand rub solutions. All persons disembarking and re-embarking are requested to use them.	☐ Yes ☐ No		
		B.7.3	Physical distancing of at least 1.5 metres is maintained. If not possible masks should be used. The ship crew oversees the process and compliance with physical distancing.	☐ Yes ☐ No		



		B.7.4	Several gangways should be used.	☐ Yes ☐ No		
		B.7.5	The port terminals should ensure physical distancing with signage, audio announcements, floor markings, etc.	☐ Yes ☐ No		
		B.7.6	Face mask are worn by passengers and crew according to Annex 1.	☐ Yes ☐ No		
		B.7.7	Masks are available for passengers that did not bring their own.	☐ Yes ☐ No		
		B.7.8	Upon re-boarding of the cruise ship, health screening assessing the presence of COVID-19 symptoms or other relevant illnesses and contactless temperature measurements may be conducted.	☐ Yes ☐ No		
		B.7.9	Terminal operator should ensure appropriate measures to reduce overcrowding.	☐ Yes ☐ No		
		B.7.10	Passenger/Crew Locator Forms could be disseminated before boarding or during boarding and collected by cruise ship crew prior to disembarkation.	☐ Yes ☐ No		
		B.7.11	It is suggested that the Passenger/Crew Locator Forms for ships also be completed by all crew members who disembark and are on rotation.	☐ Yes ☐ No		
Item 8 Medical facilities	☐ Full ☐ Partial ☐ None	B.8.1	There are adequate capacities for RT-PCR diagnostic panel test kits and equipment for collecting specimens to be tested at ashore facilities or on board	☐ Yes ☐ No	- Contingency plan/outbreak management plan - Medical log	
		B.8.2	All crew members have been tested for SARS-CoV-2 before resuming operations.	☐ Yes ☐ No		
		B.8.3	The temperature of all crew is measured daily	☐ Yes		



			with contactless thermometers.	☐ No	
		B.8.4	Crew periodic testing for SARS-CoV-2 is conducted for all crew members at regular intervals (e.g. every two weeks)	☐ Yes ☐ No	
		B.8.5	The temperature of all passengers may be taken daily.	☐ Yes ☐ No	
		B.8.6	Surveillance for influenza like illness (ILI) should integrate COVID-19 surveillance, as symptoms compatible with COVID-19 include those for ILI.	☐ Yes ☐ No	
		B.8.7	If a negative result is obtained from a patient with a high index of suspicion for COVID-19 virus infection, particularly when only upper respiratory tract specimens were collected, additional specimens, including from the lower respiratory tract if possible (hospitalized in ashore facilities) should be collected and tested.	☐ Yes ☐ No	
		B.8.8	Each Nucleic-acid Amplification Test (NAAT) run should include both external and internal controls, and laboratories are encouraged to participate in external quality assessment schemes when they become available.	☐ Yes ☐ No	
		B.8.9	Laboratories order their own primers and probes to perform entry testing/validation on functionality and potential contaminants.	☐ Yes ☐ No	
		B.8.10	When it has been confirmed that the specimen collection and the testing for COVID-19 has been performed correctly, and as soon as the repeated results are negative for COVID-19 according to the criteria by ECDC, then the case should be tested for influenza virus by means of viral detection through PCR techniques, not relying on rapid diagnostic tests.	☐ Yes ☐ No	



		B.8.11	If the patient is positive for influenza, then the "Guidelines for the prevention and control of influenza-like illness on passenger ship" of the European Manual should be followed for the case management.	☐ Yes ☐ No		
Item 9 Crew cabins and crew work areas	☐ Full ☐ Partial ☐ None	B.9.1	All crew designated to work with identified possible/confirmed COVID-19 cases ideally have cabins in similar locations and dine together as a group.	☐ Yes ☐ No		
		B.9.2	There are stations with alcohol-based hand rub solutions in crew work areas.	☐ Yes ☐ No		
Item 10 Public toilets and bathrooms	☐ Full ☐ Partial ☐ None	B.10.1	Exhaust fans of bathrooms operate continuously.	☐ Yes ☐ No		
		B.10.2	The water seals of the sanitary devices should not be dried out.	☐ Yes ☐ No		
		B.10.3	Passengers in public toilets are advised to flush the toilets with the lid closed.	☐ Yes ☐ No		
		B.10.4	Overcrowding is avoided.	☐ Yes ☐ No		
		B.10.5	There are special floor markings at all possible congestion points.	☐ Yes ☐ No		
Item 11 Control room/ Air handling units (fan room)	☐ Full ☐ Partial ☐ None	B.11.1	The air handling units are switched to 100% outside air. Alternatively HEPA filters or Ultraviolet Germicidal Irradiation is used.	☐ Yes ☐ No	- HVAC maintenance schedule - Records of disinfection	
		B.11.2	The heat recovery equipment (if present) is inspected in order to ensure that there is no leakage between the supply and the exhaust air.	☐ Yes ☐ No		
		B.11.3	Outdoor air and extract air filters are maintained as per the schedule and not more frequently.	☐ Yes ☐ No		



		B.11.4	The medical facility and the designated isolation spaces are connected to a separate air handling unit.	☐ Yes ☐ No	
		B.11.5	If aerosol-generating procedures are performed in the medical facilities of the ship, then the area should be under negative pressure and achieve at least 10 air changes per hour.	☐ Yes ☐ No	
		B.11.6	The return air from the medical facilities and the isolation spaces should be either HEPA-filtered or exhausted to the outside.	☐ Yes ☐ No	
		B.11.7	The potable water system has been disinfected according to the steps described in "ESGLI Guidance for managing Legionella in building water systems during the COVID-19 pandemic".	☐ Yes ☐ No	
Item 12 Cabins	☐ Full ☐ Partial ☐ None	B.12.1	Cabins are thoroughly cleaned and adequately ventilated between check out and check in.	☐ Yes ☐ No	
		B.12.2	There are no items that cannot be cleaned and disinfected.	☐ Yes ☐ No	
		B.12.3	There are no coffee machines, kettles and mini bar products in the cabin unless these are offered from a dispenser or can be disinfected.	☐ Yes ☐ No	
		B.12.4	The minibar is disinfected after each check out.	☐ Yes ☐ No	
		B.12.5	The TV and air-conditioner remotes are covered with a disposable cover unless these items can be easily and adequately cleaned and disinfected.	☐ Yes ☐ No	
		B.12.6	All types of surfaces and materials which may be touched, including textile surfaces are cleaned between occupancies.	☐ Yes ☐ No	
		B.12.7	Clothing and towels should be changed upon	☐ Yes	



			passenger's request or routinely. Routine changes should be less frequent than normal.	☐ No		
		B.12.8	Doors and windows should be opened daily if possible.	☐ Yes ☐ No		
		B.12.9	Cabins are equipped with individual alcohol-based hand rub.	☐ Yes ☐ No		
Item 13 Food storage	☐ Full ☐ Partial ☐ None	B.13.1	Physical distancing, use of PPE and hand hygiene should be applied.	☐ Yes ☐ No		
		B.13.2	Crew does not touch potentially contaminated items/surfaces (e.g. packaging, invoices, products, equipment) and then touch their face, nose, mouth etc.	☐ Yes ☐ No		
		B.13.3	Where necessary, external packaging may be disinfected or removed to avoid any potential contamination of environmental surfaces on board the ship food areas.	☐ Yes ☐ No		
Item 14 Food service area	☐ Full ☐ Partial ☐ None	B.14.1	Disposable salt, pepper and other relevant containers should be used unless these containers can be disinfected between uses.	☐ Yes ☐ No		
		B.14.2	Cutlery, plates, trays, napkins, soft drinks, straws etc. should be handed by crew to the passengers; the passengers should not collect these items themselves.	☐ Yes ☐ No		
		B.14.3	Physical distance should be maintained.	☐ Yes ☐ No		
		B.14.4	Only persons staying in the same cabin and/or persons from the same household or same travelling unit dine at the same table.	☐ Yes ☐ No		
		B.14.5	A distance of 1.5 metres between chairs of different tables should be maintained.	☐ Yes ☐ No		



		B.14.6	Crew and passengers are divided into cohorts and are served at different times. In addition, limiting seating capacities in dining areas or using reservations to control passenger crowds could be implemented.	☐ Yes ☐ No	
		B.14.7	Passengers disinfect their hands upon entering and exiting the food service areas. Crew members are present to monitor passenger compliance.	☐ Yes ☐ No	
		B.14.8	Towels, tablecloths and utensils should be washed even if they have not been used. Restaurant linen should always be changed between passengers.	☐ Yes ☐ No	
		B.14.9	In case of buffet service: • Passengers and crew should be provided with alcohol-based hand rub solution if hand washing stations are not available. • Physical distances are maintained. • There is suitable protection between passengers/crew who will be served and the food. • Only designated crew is allowed to serve food. Crew serving food wears appropriate PPE and follows strict hygiene rules. Only designated crew has access and can distribute utensils. • Only food handlers should serve dispensing items. Crew serving food wears appropriate PPE and follows strict hygiene rules.	☐ Yes ☐ No	
Item 15	☐ Full	B.15.1	Crew maintains appropriate physical distancing	☐ Yes	



Room service	☐ Partial			and uses PPE.	☐ No		
	☐ None		B.15.2	Room service items and utensils that have been used by passengers should be collected safely.	☐ Yes ☐ No		
			B.15.3	Crew avoid entering the cabin and deliver the food to the door.	☐ Yes ☐ No		
			B.15.4	Used plates and utensils are collected from outside the door.	☐ Yes ☐ No		
Item 16 Galley	☐ Full		B.16.1	Crew working in the galley should keep physical distance of 1.5 metres.	☐ Yes ☐ No		
	☐ Partial		B.16.2	All persons entering the galley wash their hands and wear a face mask.	☐ Yes ☐ No		
	☐ None		B.16.3	Visitors should perform hand hygiene and wear appropriate PPE.	☐ Yes ☐ No		
Item 17 Bookings, orders and purchases	☐ Full		B.17.1	Protective screens or barriers may be used where face-to-face interaction without physical distancing cannot be avoided.	☐ Yes ☐ No		
	☐ Partial		B.17.2	On-line bookings, orders and purchases should be encouraged as well as the use of contactless cards for payments.	☐ Yes ☐ No		
	☐ None		B.17.3	Forms that need to be completed may be made available on-line for electronic completion.	☐ Yes ☐ No		
Item 18 Group events and procedures	☐ Full		B.18.1	Events should take place outdoors and be staggered.	☐ Yes ☐ No		
Item 19 Reception	☐ Full		B.19.1	Reception is able to provide passengers with details about the policies and measures taken on board.	☐ Yes ☐ No		
	☐ Partial		B.19.2	Reception informs passengers how to get medical advice on board.	☐ Yes		
	☐ None						



				☐ No		
		B.19.3	Reception may be able to provide PPE when requested.	☐ Yes ☐ No		
		B.19.4	Special equipment is available (e.g. disposable gloves, face masks, and alcohol-based hand rub solutions).	☐ Yes ☐ No		
		B.19.5	Reception staff is trained to recognize the signs and symptoms of COVID-19 and report them directly to medical staff.	☐ Yes ☐ No		
		B.19.6	There is a sneeze guard/transparent screen.	☐ Yes ☐ No		
		B.19.7	There are alcohol-based hand rub solutions at the reception desk.	☐ Yes ☐ No		
		B.19.8	Reception staff monitors and encourages compliance with good hand hygiene in the reception area.	☐ Yes ☐ No		
		B.19.9	The reception desks/counters and the key cards are regularly cleaned and disinfected.	☐ Yes ☐ No		
		B.19.10	Physical distancing is maintained in the reception area.	☐ Yes ☐ No		
		B.19.11	Overcrowding during check-in and check-out is avoided.	☐ Yes ☐ No		
		B.19.12	Electronic alternatives of check-in and check-out are preferred.	☐ Yes ☐ No		
		B.19.13	Outdoor based check-in and check-out may be considered.	☐ Yes ☐ No		
Item 20 Nursery and play areas for	☐ Full ☐ Partial	B.20.1	Outdoor play areas should be preferred.	☐ Yes ☐ No		



children	☐ None	B.20.2	The number of children using indoor areas is reduced and physical distancing is maintained.	☐ Yes ☐ No		
		B.20.3	The number of children in outdoor play areas should be limited and cohorting should be considered.	☐ Yes ☐ No		
		B.20.4	The areas is cleaned and disinfected.	☐ Yes ☐ No		
		B.20.5	The staff monitors children for signs or symptoms of COVID-19.	☐ Yes ☐ No		
		B.20.6	Child activities are limited to those where physical distancing measures can be adhered to.	☐ Yes ☐ No		
Item 21 Entertainment venues	☐ Full ☐ Partial ☐ None	B.21.1	Physical distancing of at least 1.5 meters is maintained.	☐ Yes ☐ No		
		B.21.2	Alcohol-based hand rub solutions should be made available at the entrance of the venues.	☐ Yes ☐ No		
		B.21.3	Crew members should monitor compliance of hand hygiene	☐ Yes ☐ No		
		B.21.4	The facilities are cleaned and disinfected after each use.	☐ Yes ☐ No		
		B.21.5	There are special floor marking at all possible congestion points.	☐ Yes ☐ No		
Item 22 Casinos	☐ Full ☐ Partial ☐ None	B.22.1	Physical distancing of at least 1.5 meters is maintained. Overcrowding should be avoided.	☐ Yes ☐ No		
		B.22.2	There are floor markings and seats are removed or taken out of use to ensure appropriate physical distancing.	☐ Yes ☐ No		
		B.22.3	Face masks should be worn as described in Annex 1.	☐ Yes		



		B.22.4	Crew should supervise all casino areas to ensure all measures are respected.	☐ No ☐ Yes ☐ No	
		B.22.5	There are signs at the entrance informing passengers of the maximum capacity, advising them to apply alcohol-based hand rub solutions, not to touch their face and to respect physical distancing.	☐ Yes ☐ No	
		B.22.6	Food service is suspended in the casino area.	☐ Yes ☐ No	
		B.22.7	Alcohol-based hand rub solutions should be placed at the casino entrances.	☐ Yes ☐ No	
		B.22.8	The casino area is cleaned and disinfected according to the routine procedures but with increased frequency.	☐ Yes ☐ No	
		B.22.9	Slot and electronic gaming machines should be cleaned and disinfected between use. Passengers may be provided with disinfectant wipes.	☐ Yes ☐ No	
Item 23 Hairdressers, beauty salons, gyms and shared facilities	☐ Full ☐ Partial ☐ None	B.23.1	Public spaces should have hand rub alcohol-based solution for the passengers.	☐ Yes ☐ No	
		B.23.2	Crew and passengers wear appropriate PPE as described in Annex 1.	☐ Yes ☐ No	
		B.23.3	Where possible sneeze guards/transparent screens or dividers should be installed at the receptions.	☐ Yes ☐ No	
		B.23.4	Overcrowding of the shared facilities should be prevented.	☐ Yes ☐ No	
		B.23.5	Crew advise passengers to immediately stop using shared facilities if they start to feel unwell and report this to staff working in these areas.	☐ Yes ☐ No	



		B.23.6	There is a record of any person using the gym.	☐ Yes ☐ No	
		B.23.7	Hand washing or disinfection using alcohol-based hand rub is required when entering and leaving the gym.	☐ Yes ☐ No	
		B.23.8	Machines are positioned so as to ensure physical distancing of at least 2 metres.	☐ Yes ☐ No	
		B.23.9	All touched surfaces of equipment should be disinfected after each use.	☐ Yes ☐ No	
		B.23.10	If classes are scheduled, it is advised to use the same groups as far as possible and allow time for ventilation of the room (at least 30 minutes between classes).	☐ Yes ☐ No	
Item 24 Black water holding tank vent	☐ Full ☐ Partial ☐ None	B.24.1	The vent of the holding tanks should be located outside of the ship and away from air intake points of the ventilation system.	☐ Yes ☐ No	
Item 25 Recreational water facilities	☐ Full ☐ Partial ☐ None	B.25.1	The operation of indoor swimming pools is not recommended.	☐ Yes ☐ No	
		B.25.2	Showers of the facilities are separated.	☐ Yes ☐ No	
		B.25.3	Bathers are strongly advised to shower before entering the pools.	☐ Yes ☐ No	
		B.25.4	The showers provide all items for showering.	☐ Yes ☐ No	
		B.25.5	There are alcohol-based hand rubs at the entrances of the showers.	☐ Yes ☐ No	
		B.25.6	Positioning of seats should be such that the distance between the seats of two passengers	☐ Yes	



			from different umbrellas or two passengers from different room is at least 1.5 metres.	☐ No		
		B.25.7	Seats, tables, small safes, call buttons for the waiters and menus, are made, or covered with, materials that are suitable for cleaning and disinfection.	☐ Yes ☐ No		
		B.25.8	The seats, tables, small safes, call buttons for the waiters and menus are disinfected after the change of passengers.	☐ Yes ☐ No		
		B.25.9	The facility provides towels or other washable coverings that can cover the entire surface of the seat.	☐ Yes ☐ No		
		B.25.10	The seats are disinfected after each use.	☐ Yes ☐ No		
		B.25.11	There are no textile surfaces on the sunbeds.	☐ Yes ☐ No		
		B.25.12	Bathers are separated by schedule or by different facilities for different groups.	☐ Yes ☐ No		
		B.25.13	The maximum allowable number of bathers at any time is one bather per 4 m ² of water surface.	☐ Yes ☐ No		
		B.25.14	Small hot tubs (with depth less than 1 m and tub volume less than 6 m ³) should be used only by bathers of the same household or by bathers staying in the same cabin at a time.	☐ Yes ☐ No		
		B.25.15	For larger spa/hydrotherapy pools (with depth more than 1 m and tub volume more than 6 m ³), the maximum bather load is one person per 20 L per minute of recirculation flow; in any case, the total number of co-bathers should not exceed one bather per 4 m ² of water surface.	☐ Yes ☐ No		
Item 26	☐ Full	B.26.1	The decorative fountains have been disinfected	☐ Yes		



Decorative fountains	☐ Partial ☐ None		according to the steps described in "ESGLI Guidance for managing Legionella in building water systems during the COVID-19 pandemic".	☐ No		
Item 27 Commercial stores, ticket offices, passenger services	☐ Full ☐ Partial ☐ None	B.27.1	Physical distancing is maintained.	☐ Yes ☐ No		
		B.27.2	There are special floor marking at all possible congestion points.	☐ Yes ☐ No		
		B.27.3	There are stations with alcohol-based hand rub solutions.	☐ Yes ☐ No		
		B.27.4	Payments are made electronically.	☐ Yes ☐ No		
		B.27.5	Cleaning and disinfection is routinely followed.	☐ Yes ☐ No		
		B.27.6	Clothes are not tried on.	☐ Yes ☐ No		
		B.27.7	Shoppers are encouraged not to handle items on display.	☐ Yes ☐ No		
Item 28 Elevators	☐ Full ☐ Partial ☐ None	B.28.1	Passengers are advised to avoid the use of the elevators.	☐ Yes ☐ No		
		B.28.2	The capacity of the elevators is reduced to ensure physical distancing.	☐ Yes ☐ No		
		B.28.3	It is recommended that persons use face masks as described in Annex 1	☐ Yes ☐ No		
		B.28.4	Hand rub alcohol-based solutions are placed at elevator entrances. Crew advise passengers to use them upon entering and exiting the area.	☐ Yes ☐ No		
		B.28.5	Elevators are regularly cleaned.	☐ Yes		



				☐ No		
Item 29 Public spaces	☐ Full ☐ Partial ☐ None	B.29.1	Public spaces should be supplied with hand rub.	☐ Yes ☐ No		
		B.29.2	Furniture should be arranged in such a way to help avoid overcrowding (4 persons/10 m ²).	☐ Yes ☐ No		
		B.29.3	At waiting areas, physical distancing of at least 1.5 metres is maintained. If not possible masks should be used.	☐ Yes ☐ No		
		B.29.4	At sitting areas, there are special markings on where a passenger is and is not allowed to sit.	☐ Yes ☐ No		
		B.29.5	Face masks are worn by passengers and crew according to Annex 1.	☐ Yes ☐ No		
		B.29.6	The air flow of the ventilation is not directed to groups of passengers.	☐ Yes ☐ No		
Item 30 Business centres	☐ Full ☐ Partial ☐ None	B.30.1	Operations are suspended or changed to avoid "self-service". Alternatively, access to Wi-Fi, printing services or other business centre services may be completed remotely using mobile phone apps.	☐ Yes ☐ No		
Item 31 Shore-based personnel	☐ Full ☐ Partial ☐ None	B.31.1	Only the minimum number of personnel required should be allowed to embark.	☐ Yes ☐ No		
		B.31.2	Everyone who comes on board should observe hygiene protocols, screening measures and the use of appropriate PPE where necessary.	☐ Yes ☐ No		
Item 32 Shore excursion/tour staff	☐ Full ☐ Partial ☐ None	B.32.1	Staff is trained in the procedures to be followed if possible cases are identified	☐ Yes ☐ No		
		B.32.2	Symptomatic passengers should immediately wear a medical face mask and be transferred to an isolation or medical area for evaluation and	☐ Yes ☐ No		



			all close contacts of potential cases should also be identified.			
		B.32.3	External excursion and tour providers offer similar precautions as on board. External providers who interact with passengers (e.g. tour guides) should follow cruise line protocols.	☐ Yes ☐ No		
		B.32.4	PPE may be considered to be available on excursions.	☐ Yes ☐ No		
		B.32.5	Visits to crowded areas should be avoided.	☐ Yes ☐ No		
		B.32.6	Physical distancing should be maintained.	☐ Yes ☐ No		
Item 33 Tender boats	☐ Full ☐ Partial ☐ None	B.33.1	Physical distancing measures and cleaning and disinfection protocols are implemented in line with the on board procedures.	☐ Yes ☐ No		
		B.33.2	Frequently touched surfaces of transports are cleaned and disinfected between each use.	☐ Yes ☐ No		
Item 34 Isolation spaces	☐ Full ☐ Partial ☐ None	B.34.1	The designated cabins should be located near the ship's medical facility.	☐ Yes ☐ No		
		B.34.2	Crew in contact with the isolated patient should wear appropriate PPE.	☐ Yes ☐ No		
		B.34.3	Children are quarantined in the cabin with one of their parents. Similar consideration are given to supporting those with special needs.	☐ Yes ☐ No		
Item 35 Reporting	☐ Full ☐ Partial ☐ None	B.35.1	The officer in charge of the ship must immediately inform the competent authority at the next port of call about any possible case of COVID-19.	☐ Yes ☐ No		
		B.35.2	For international voyages, the MDH is completed and sent to the competent authority.	☐ Yes		



Item 36 Cruise terminals	☐ Full ☐ Partial ☐ None	B.36.1	Physical distancing of at least 1.5 metres is maintained.	☐ No ☐ Yes		
		B.36.2	Face masks should be used in all internal and external areas of the terminal.	☐ Yes ☐ No		
		B.36.3	The use of floor markers to ensure spacing, arrows to indicate directional flow, signage and audio announcements for travellers and optimizing layouts so as to restrict the number of indoor cruise terminal users should be considered.	☐ Yes ☐ No		
		B.36.4	Dedicated lanes or separation of different user flows and dividing of terminals into designated zones (e.g. arrival, screening, post-screening) through which travellers must pass through for arrival, any screening/testing and document processing (before being cleared for boarding and embarkation) may be considered.	☐ Yes ☐ No		
		B.36.5	Check-in, disembarkation, luggage handling, passenger queuing (inside and outside the terminal), and provision handling should be adjusted to reduce overcrowding and maintain physical distancing.	☐ Yes ☐ No		
		B.36.6	Work and break schedules of crew who work in the terminal should be reviewed and adjusted to avoid overlap of crew.	☐ Yes ☐ No		
		B.36.7	Protective glass or plastic panels may be used.	☐ Yes ☐ No		
		B.36.8	Where physical distancing cannot be maintained, PPE should be considered.	☐ Yes ☐ No		
		B.36.9	Cruise terminal operators should consider	☐ Yes		



			removing facilities at the terminal that encourage crowding.	☐ No		
		B.36.10	There should be a special marking on where a passenger is and is not allowed to sit in order to maintain physical distance.	☐ Yes ☐ No		
		B.36.11	When possible outdoor spaces should be used.	☐ Yes ☐ No		
		B.36.12	Health promotion information material should be prominently displayed and provided to incoming and outgoing passengers.	☐ Yes ☐ No		
		B.36.13	In public toilets, physical distancing of 1.5 metres should be maintained between users.	☐ Yes ☐ No		
		B.36.14	Digital methods should be used for as many processes as possible.	☐ Yes ☐ No		
		B.36.15	Terminal operators may consider limiting the number of taxis, coaches, buses present at the terminal to control/limit overcrowding in waiting areas.	☐ Yes ☐ No		
		B.36.16	Designated terminal personnel should oversee the process and compliance with the physical distancing measures.	☐ Yes ☐ No		
		B.36.17	Competent authorities may consider advising passengers and other users of the terminal to wear face masks.	☐ Yes ☐ No		
		B.36.18	Adequate PPE should be provided and distributed to all terminal staff, along with instructions for their proper use.	☐ Yes ☐ No		
		B.36.19	Good respiratory etiquette should be encouraged in terminals and relevant supplies are available.	☐ Yes ☐ No		
		B.36.20	Good hand hygiene should be encouraged by all	☐ Yes		



			terminal users.	☐ No	
		B.36.21	Stations with alcohol-based hand-rub solutions should be available at all entrances.	☐ Yes ☐ No	
		B.36.22	Designated terminal personnel may oversee the process and encourage compliance with hand hygiene requirements.	☐ Yes ☐ No	
		B.36.23	Cleaning of and disinfection of the terminal should be conducted before and after each embarkation.	☐ Yes ☐ No	
		B.36.24	Special protocols for cleaning and disinfection should be available and implemented after a possible or confirmed case has been identified, either at the terminal or on board a ship, if they used the terminal facilities.	☐ Yes ☐ No	
		B.36.25	Indoor areas at cruise terminals should be adequately ventilated. Natural ventilation is preferable where possible.	☐ Yes ☐ No	
		B.36.26	Terminal staff should practice frequent hand hygiene and wear appropriate PPE based on their specific work duties.	☐ Yes ☐ No	
		B.36.27	It is recommended that terminal staff follow the same screening protocols as travellers for entry to the terminal.	☐ Yes ☐ No	
		B.36.28	Laboratory testing for COVID-19 of terminal workers could be conducted on a regular basis.	☐ Yes ☐ No	
		B.36.29	Once a possible case is detected a contingency plan/outbreak management plan should be activated.	☐ Yes ☐ No	
		B.36.30	The possible case should be asked to wear a medical face mask as soon as they are identified.	☐ Yes ☐ No	
		B.36.31	An appropriate isolation space/room should be	☐ Yes	



			designated for isolating possible cases of COVID-19. The isolation room should be equipped with appropriate supplies.	☐ No		
		B.36.32	As soon as a possible case is detected, the public health competent authorities should be informed immediately.	☐ Yes ☐ No		
		B.36.33	Baggage handlers should perform frequent hand hygiene.	☐ Yes ☐ No		
		B.36.34	Disinfection of luggage and especially the hand contact parts may be considered before loading luggage on board.	☐ Yes ☐ No		