



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



20 May 2020

MARINA Advisory 2020- 36

Series of 2020

TO : ALL MARITIME TRAINING INSTITUTIONS (MTIs), ASSESSMENT CENTERS (ACs), SEAFARERS, MANNING / CREWING / SHIPPING COMPANIES AND ALL CONCERNED

SUBJECT : PROVISIONAL EXTENSION OF VALIDITY OF TRAINING COURSE APPROVAL AND ACCREDITATION OF ASSESSMENT CENTERS DURING THE ENHANCED COMMUNITY QUARANTINE PERIOD DUE CORONAVIRUS DISEASE 2019 AND SUBMISSION OF POST-ENHANCED COMMUNITY QUARANTINE OPERATION PLAN

In the best interest of service and in consideration of general public safety, as well as the extension of the Enhanced Community Quarantine (ECQ) in Metro Manila and other parts of the country until May 31, 2020, **Item III of the MARINA Advisory 2020-16** relative to Accreditation is hereby amended to state that:

"III. ACCREDITATION

The training course approval of Maritime Training Institutions (MTIs) and the accreditation of Assessment Centers (ACs) that expired or are expiring between the period 01 March to 31 July 2020 are hereby provisionally extended for six (6) months from the date of their expiry, subject to the submission of the filled-up pro-forma application, Annex A of this Advisory, and subject to the monitoring and surveillance activities by MARINA."

Further, all MTIs and ACs, including those with valid training course approval and accreditation shall submit to MARINA their respective Post-ECQ operations plan duly approved by the Management of the Institution which shall include the date that it will resume operations and the number of students that it would accommodate taking into consideration the precautionary measures mentioned in the guidelines attached hereto.

The concerned MTIs and ACs shall submit the filled-up Annex A and their approved Post-ECQ Operation Plan to: stcw-accre@marina.gov.ph the official email address of the STCW Office's Accreditation Division.

The MTIs and ACs shall commence operation only upon receipt of acknowledgment from the Accreditation Division, STCW Office.

For strict compliance.


VADM ROBERT A EMPEDRAD AFP (Ret)
Administrator

ANNEX A of MARINA Advisory 2020- 36

(Date of Application) _____

VADM ROBERT A EMPEDRAD AFP (Ret)

Administrator

Maritime Industry Authority

ATTN : THE OFFICE OF THE EXECUTIVE DIRECTOR
STCW Office
Manila

Sir:

Pursuant to the applicable provisions of **MARINA Advisory 2020-**____ and having been granted Course Approval / Accreditation to offer (Course Title) _____ / to engage in (Type of Assessment) _____ until (Date of Expiration) _____, we would like to apply for an EXTENSION.

Further, I hereby declare and state that:

- *all documentary requirements, including Legal Clearance from the MARINA's Legal Service and application for extension, will be submitted to the Accreditation Division, STCW Office, within one (1) month after the lifting of the ECQ in our area of operation.*
- *(Name of Applicant Entity _____ is ready to operate as evidenced by the attached approved POST-ECQ OPLAN taking into consideration the precautionary measures suggested and having been validated by our Quality Assurance Auditor.*
- *any misdeclaration will be ground for the disapproval of our application without prejudice to re-filing but the processing of which will be using the normal route or cancellation of the authority granted to us.*

Your favorable consideration on this application would be highly appreciated.

Training Director's Signature over printed name

Noted by:

President's/COO's signature over printed name

**GUIDELINES FOR THE POST ECQ PLAN
CONDUCT OF TRAINING AND ASSESSMENT**

The following guidelines must be incorporated to the institution's Quality Standard System and must be observed dutifully as the new normal:

General Requirements

I. Facilities

A. Administrative Building and Similar Structures

1. Prior to entry, temperature of all employees, clients and/or visitors shall be checked. Temperature higher than 37.5 Degrees Celsius shall not be allowed entry.
2. A health monitoring form shall also be distributed, accomplished and surrendered to the Institution prior to entry for records purposes. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. Anyone who does not agree to this condition shall not be accepted
Such form may include basic information such as but not limited to:
 - a. Contact details of the client/visitor (mobile telephone number, email)
 - b. Person to notify in case of emergency (full name and contact number)
 - c. address where they are staying
 - d. Travel history within the last six (6) month (a certificate of completed quarantine or a certificate of being tested as COVID-19 free must be presented for those who have just returned from high risk places with high number of cases)
3. Sanitizing hand rub dispensers must be placed in prominent places inside the institution. Make sure these dispensers are regularly refilled.
4. Display posters promoting hand-washing
5. Employees, clients and visitors must have access to places where they can wash their hands with soap and water.
6. Ensure that facilities are kept clean and hygienic at all times:
 - a. Frequently touched surfaces (e.g. desks and tables doors and handrails) and objects (e.g. telephones, keyboards, learning aids, laboratory equipment) need to be wiped with disinfectant regularly;
 - b. Use sodium hypochlorite at 0.5 (equivalent 5, 000ppm) for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items and ensure provision of appropriate equipment for the cleaning staff.
7. Promote good respiratory hygiene:
 - a. Posters promoting respiratory hygiene must be displayed in conspicuous places;

- b. Ensure that face masks or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.
8. Increase air flow and ventilation (open windows, use air conditioning where available, etc.)
9. Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated.
10. Frequent disinfection of simulation and/ or assessment areas (enclosed) and spare supplies for the small equipment/instruments especially for breathing apparatus and those being worn by the trainees. Disinfection before and after use is a must.
11. A clinic or an infirmary with appropriate medical supplies must be ready to accommodate medical emergencies. Medical personnel must be always on duty.
12. An area for safe isolation must be identified for persons with COVID-19 symptoms.

B. MTI Specific Requirements

1. Classrooms

- a. Approved classrooms measuring at least 6m x 7m as stated in the requirements of MC 2013-01 s. 2012 shall be used in the conduct of training to effectively observe the 1 meter apart guidelines from the WHO and the Inter-Agency Task Force for the Management of Emerging Infectious Diseases. This shall limit the intake of the course of a maximum of 12 trainees.
- b. The course intake may be allowed to increase to 16 trainees provided that the approved classroom is 56 square meters (8m x 7m) to effectively observe the 1 meter apart guidelines from the WHO and IATF.
- c. Seats in the classroom shall be arranged 1 meter apart as per WHO requirement. See illustration below:

INSTRUCTOR						
1		2		3		4
5		6		7		8
9		10		11		12

2. Practical Site

- a. Check and follow the advice from the authorities in the community where the practical site is located.
- b. Appropriate and frequent swimming pool water disinfection must be carried out by MTIs (if applicable).
- c. En route to the practical site using the either shuttle or private vehicle, the number of passengers should be half of the vehicle's original capacity in order to ensure physical distancing.

C. AC Specific Requirements

Briefing/Debriefing Room and Holding Room for ACs

The ACs are required to check the area measurement of their Briefing/ Debriefing Room and Holding Area/ Room, these shall accommodate a number of people who can strictly observe the 1 meter apart physical distancing guidelines from the WHO.

II. Enrollment

- A. The appointment system may be set up and used during the enrollment. Contactless payments may be used.
- B. Briefing material may be given out to enrollees which may include instructions such as but not limited to:
 1. Mandatory wearing of face masks and/or face shields at all times inside the institution/center;
 2. Arriving only at the confirmed time slot (not too early / too late to avoid overcrowding);
 3. Limit the personal belongings to be brought inside the institution/center (1 small bag);
 4. Only trainees/assesseees shall be allowed to enter the institution/center. No companion/s shall be allowed inside.
- C. Markings must be installed so that social distancing shall be observed.
- D. Limit intake of enrollees to 50% of capacity to effectively observe the 1 meter apart guidelines from WHO.

III. Conduct of Training and Practical Assessment for issuance of STCW Certificates

A. Trainees/ Assesseees' Responsibilities

1. Face masks and/ or appropriate PPE shall be worn by the trainees/ assesseees at all times. Physical distancing of at least 1 meter apart shall also be observed at all times.

2. If a trainee/ assessee develops even a mild cough or low-grade fever (i.e. a temperature of 37.5 C or more) during or just after the training/ assessment, they should stay at home and self-isolate. This means avoiding close contact (less than 1 meter) with other people, including family members. They should also call the MTI/AC and their health care provider or the local public health department, giving them details of their recent travel and symptoms.
3. During training / assessment, only 1 trainee/ assesses at a given time may be permitted to go out of the room for toilet breaks to avoid crowding.
4. It is recommended that trainees/ assessees are advised to bring their own meals and utensils during class for lunchbreak. Staying inside the classroom/briefing/debriefing room and holding room and within their seats is also recommended to avoid crowding. If meals are provided by the institution, an attendant must deliver the meals inside the classroom and observe the proper precautionary measures.

B. Instructors and Assessors' Responsibilities

1. Face shields shall be worn by the instructor during conduct of training (masks are not recommended for instructors especially if there are trainees with hearing deficit) and face masks shall be worn by the assessor at all times during the conduct of assessment.
2. Physical distancing of at least 1 meter apart must be observed at all times.
3. Health and safety briefing must be conducted before the start of training/ assessment. Occupational and Safety Officers in the institutions may be tapped at this point.
4. Verify contact details given during enrollment.
5. Instructors/ Assessors are recommended to have their own personal lavalier/lapel microphone or the institution may provide sanitized megaphones to amplify the voice during training / assessment.
6. Limit role playing activities if possible. The trainees should be given ample time to perform the exercises, one trainee at a time (if applicable).
7. Members per group in any activity during training / assessment will also be reduced (Maximum of 4 members per group).
8. Man: Machine ratio:
 - a. Simulator workstation/ Mini Bridge and Tabletop Computer – 1:1
 - b. Full Mission Simulator – 1:4
9. For medical courses, strict use of CPR mask is a must.

IV. MTIs' and AC's Management Responsibilities

1. Regular health monitoring before every start of class/ assessment (temperature check) must be done for instructors/assessors and trainees/ assessment candidates.
2. Limit or avoid gathering at the cafeteria or pantries
3. May recommend to limit the use of water dispensers, and encourage trainees/ assessment candidates and staff to bring their own drinking water or the institution may provide bottled waters to reduce the risk of contamination.
4. Provide audio and monitoring system to limit close interaction among Instructors/Assessors and trainees/ assessees.
5. Develop and agree a preparedness plan to prevent infection at the institution:
 - a. Verify information and communication channels in advance with key
 - b. partners such as public health and health care authorities.
 - c. Pre-order sufficient supplies and materials, including tissues and hand
 - d. sanitizer for all trainees. Have surgical masks available to offer anyone
 - e. who develops respiratory symptoms.
 - f. A medical personnel must be always on duty during hours of operation.
 - g. Retain the names and contact details of all trainees/assesseees, visitors for at least one month for contact tracing.
 - h. Keep promoting the message that people need to stay at home even if they have only mild symptoms of COVID-19 (mild cough or low-grade fever 37.5 C or more or if they have had to take simple medications, such as paracetamol/ acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection).
6. Develop and agree a response plan in case someone in the institution becomes ill with symptoms of COVID-19 (dry cough, fever, malaise). This plan should include at least:
 - a. An identified safe Isolation Area.
 - b. Plan for safe transfer from there to a health facility.
 - c. Know what to do if a trainee/ assessee, staff member, or
 - d. service provider tests positive for COVID-19 during or just after the training/assessment.
 - e. If someone at the meeting or at the conduct of training/assessment was isolated as a suspected COVID-19 case, the management should inform the trainees. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.
 - f. Agree the plan in advance with your partner health care provider or health department.
7. The records of implementation of the said guidelines must be made available during the conduct of monitoring and/or surveillance.