

BURGESS

OUTBREAK PREVENTION AND RESPONSE PLAN

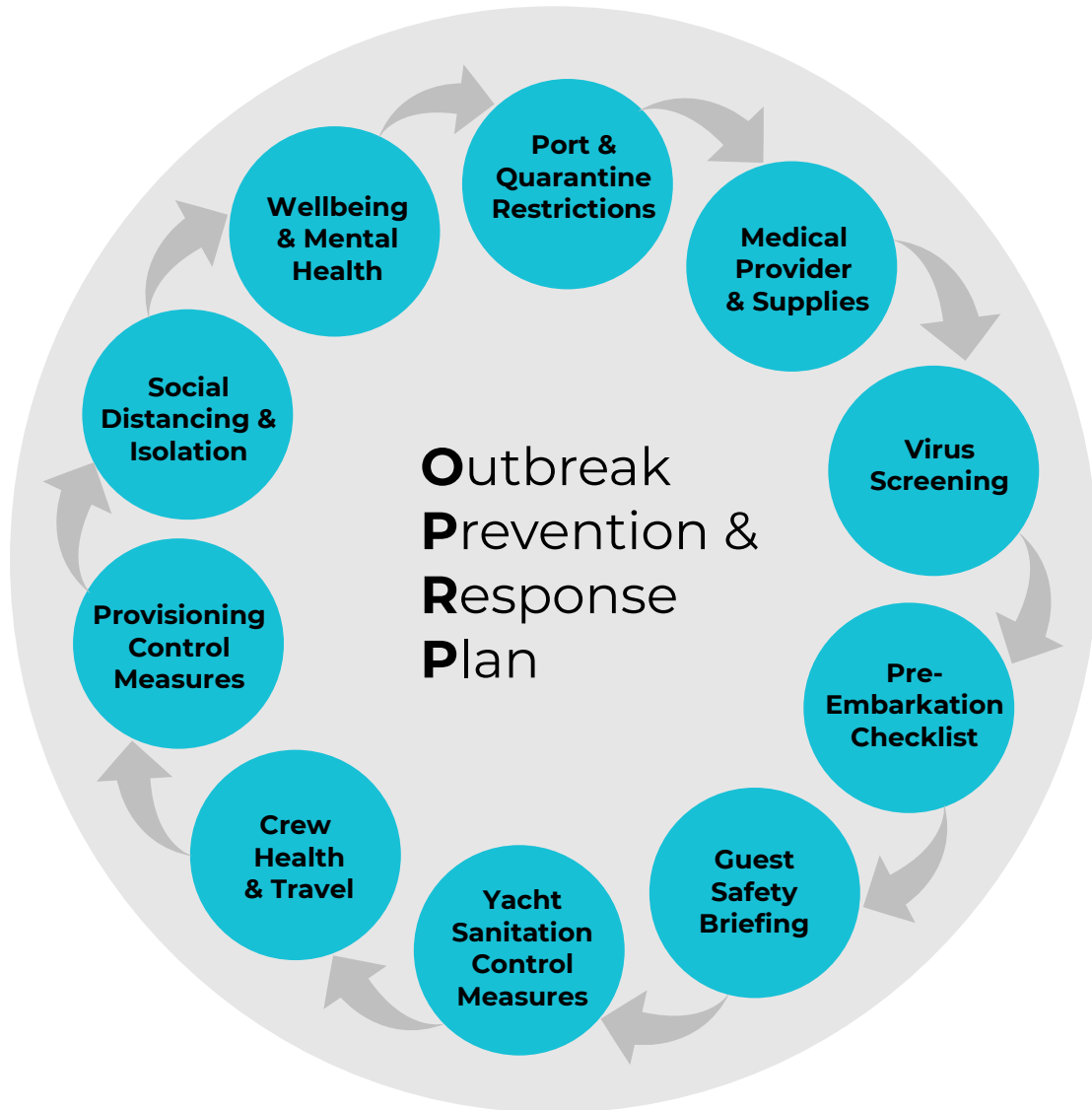
Burgess applies robust procedures to manage COVID-19

Sanitation protocols prevent viral spread and cross-contamination

You can be confident that Burgess provides a safe environment

April 2020





PART A - PREVENTION

Port and Quarantine Restrictions

Control Measure	✓
1. Local and national guidance is strictly adhered to and clearly posted prominently throughout the yacht	<input type="checkbox"/>
2. Awareness of port and quarantine restrictions. Burgess maintains an up-to-date database, please contact your Yacht Manager for more information	<input type="checkbox"/>
3. Ocean passage during a pandemic will be Risk Assessed using the RASOP template provided in the SMS > Fleet Documents > Risk Assessments > Conducting an ocean passage during COVID-19 Pandemic	<input type="checkbox"/>
4. Where manning is reduced below the requirements set out in the Minimum Safe Manning Document (MSMD) Masters are reminded of the requirements of the SMM 6.1 - Manning. The Yacht Manager will coordinate the completion of the Risk Assessment and submission to the Flag State as applicable	<input type="checkbox"/>
5. Considerations regarding Lay-up should be discussed with your Technical Manager	<input type="checkbox"/>

Medical Care Provider and Medical Supplies

Control Measure	✓
1. Proper use of a shoreside medical care provider (i.e. MedAire/MSOS)	<input type="checkbox"/>
2. Captain to make available to guests the support package offered by the medical care provider and inventory of medical supplies as required	<input type="checkbox"/>
3. Check communications link with your medical care provider	<input type="checkbox"/>
4. Check quantity and dates of medical supplies and where necessary replenish or acquire additional stock (The ICS guide – Annex C outlines the supplies and equipment required in a situation of COVID-19 based on the information provided by WHO)	<input type="checkbox"/>
5. Check that Personal Protective Equipment (PPE) supplies are adequate for both guests and crew in the worst case scenario	<input type="checkbox"/>
6. Check adequate personal prescription medication is carried by guests and crew	<input type="checkbox"/>
7. Some specialist equipment must be operated by a trained Anaesthesiologist or Doctor. Check if Guest(s) wish to travel with their own doctor and / or equipment to supplement what is carried on board	<input type="checkbox"/>



Virus Screening

Burgess is engaged in on-going discussions with medical care providers regarding on board testing kits.

Even though on board tests are likely to be of very limited value in assessing the risks from COVID-19, if you decide to order test kits, due diligence should be exercised to consider:

1. Who would be tested and what type of test?
2. Is it appropriate for use on board?
3. Who will be administering the test?
4. Is the test accurate and easily interpreted?

For latest advice, please speak with your medical care provider or Burgess. In time, there will be a point-of-care test, but any such test will not be 100 percent accurate, and will always be subject to the exact point in the disease process at which the test is performed.



Pre-embarkation Checklist

The following paper-based questionnaire template asks every person to make a declaration of relevant facts including any screening.

**Standard confidentiality clauses will apply*

Pre-embarkation Checklist			
Within the past 14 days		Yes	No
Have you had a fever (100.4F/38C or higher), feel feverish, or have chills, a cough, difficulty breathing or shown any other symptoms of COVID-19?		<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of having close contact with anyone diagnosed with COVID-19 or showing symptoms?		<input type="checkbox"/>	<input type="checkbox"/>
Have you received a medical declaration or been declared medically fit by a doctor?		<input type="checkbox"/>	<input type="checkbox"/>
Have you been tested for the virus or received an antibody test		<input type="checkbox"/>	<input type="checkbox"/>
If YES, please provide details:			
If NO, can you self-declare as symptom free prior to charter?		<input type="checkbox"/>	<input type="checkbox"/>
Do you have safe travel arrangements and adequate PPE to join the Yacht?		<input type="checkbox"/>	<input type="checkbox"/>
Do you have any pre-existing health conditions? (Specify below)		<input type="checkbox"/>	<input type="checkbox"/>
Health conditions: *			
<input type="text"/>			
Countries visited in the last 14 days*	Country Visited	Date From	Date To
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments or health concerns:			
<input type="text"/>			
Name:	Signature:	Date:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Note: Parents can declare on behalf of passengers under 18 years.



Guest Safety Briefing

A guest safety briefing is to be given prior to or immediately on arrival, this will reassure guests of the robust procedures and sanitation protocols and inform them of any procedures required of them during the charter.

The briefing can be used to manage expectations regarding any restrictions to activities or excursions, as well as providing an opportunity to listen to any questions or concerns the guests may have.

Control Measure	✓
1. Discuss any port / itinerary restrictions	<input type="checkbox"/>
2. Discuss any likely disruptions to activities or excursions	<input type="checkbox"/>
3. Discuss potential variances to guest food or service, including disruptions to sourcing ingredients, en route purchasing limitations and galley hygiene requirements	<input type="checkbox"/>
4. Discuss the potential for disruptions to technical services where the services of a shore side technician is required, but not unavailable	<input type="checkbox"/>
5. Discuss the medical provisions, supplies and introduce those with medical responsibilities	<input type="checkbox"/>
6. Discuss the social distancing protocols and visitor policy being enforced on board and ashore	<input type="checkbox"/>
7. Discuss arrangements for regular health checks of guests, such as temperature monitoring.	<input type="checkbox"/>
8. The guest has a duty to report to the Master or designated person if they feel unwell or display any symptoms	<input type="checkbox"/>
9. Discuss the availability and specific protocols for wearing of Personal Protective Equipment (PPE)	<input type="checkbox"/>
10. Discuss the response plan to manage a suspected case, including contingency ports, medical evacuation and nearby hospital facilities	<input type="checkbox"/>

Yacht Sanitation Control Measures

Best Practice	✓
1. Strict hand washing routines in place. Dedicated handwashing facilities with functioning soap dispensers	<input type="checkbox"/>
2. Sanitary wipes and hand disinfectant stationed at crew and guest entrances	<input type="checkbox"/>



3. Frequent cleaning / sterilising / disinfecting routines implemented using appropriate and recommended products, and routines to be recorded
4. All cutlery and crockery washed using hottest function. Changing out service sets for items that can be placed in the dishwasher. No hand washing of cutlery. Tea towels not to be used – replaced with paper disposable ones
5. Re-consider the crew and guest service provisions to allow social distancing to be respected
6. Crew clothes washed daily and linen twice per week
7. Guest bedding, towels, tablecloths, napkins washed at a higher frequency
8. Areas such as galley and pantries restricted access to key workers only
9. Deep clean of vessel prior to start of Charter
10. Have the services of a professional cleaning company been considered for AC ducting, carpets, and interior surfaces (recommendation only)
11. Provisions in place so that health care waste is collected safely in designated containers and bags, treated, and then safely disposed of or treated
12. Swimming pool, wellness areas and hot tubs to be subject to additional sanitation routines prior to charter and water treatment systems should be checked frequently while in use
13. Frequent training given to all crew by the Nurse / Officer with medical responsibilities on the latest WHO advice and hygiene procedures
14. Various methods of sanitising the vessel are available for infection control. The benefits of these systems must be weighed up against any potential hazards to health or the yacht interior. Such systems should be type approved and MSDS sheets available to crew Sanitation systems include:
 - Fog / mist sprays
 - Ultraviolet light
 - Ozone sanitiser

** Contact your dedicated Technical Manager to discuss the pros and cons of these systems*

Crew Health and Travel

- | Control Measure | <input checked="" type="checkbox"/> |
|---|-------------------------------------|
| 1. Crew health declaration forms to be reviewed for accuracy and in the context of the outbreak | <input type="checkbox"/> |
| 2. Consider additional control measures for at-risk crew members | <input type="checkbox"/> |



3. Daily monitoring of health and temperature of crew members
4. Maintain the 'Crew Travel & Health Log' as per Fleet Circular 02-2020 Annex 1
5. All crew self-declared as symptom free, typically five days prior to charter.
6. Joining crew have undergone the minimum quarantine duration in accordance with local public health requirements – typically 7-14 days as per the Burgess Crew Manual
7. Consideration given to minimising crew changeovers prior to guest embarkation or ocean passages
8. Verify crew travelling under a visa and if any are due to expire within the next three months, please contact Burgess for advice and assistance

Provisioning

Control Measure

1. Provisions being delivered to the yacht instead of shopping ashore. Agree on social distancing protocols with supplier
2. Packaging of food, drinks and supplies removed and / or sterilised before being brought on board
3. Fresh produce removed from packaging and washed immediately before being stored

Social Distancing and Isolation

Social distancing is extremely challenging on board, particularly when considering the communal nature of crew quarters. The control measures adopted will be determined by the specific general arrangements and routines and should be escalated when required

Recommended Control Measure

1. Crew only allowed ashore for essential and authorised reasons such as medical needs
2. Working schedules staggered to enable social distancing during mealtimes
3. The crew gym should remain open, however strict cleaning routines must be in place and rota established to enforce social distancing
4. Strict controls maintained on access to yacht
5. Joining crew to be familiarised with procedures and PPE



6. Isolation cabin / sickbay set aside for any person displaying symptoms
7. Isolation measures should be in strict accordance with yacht specific emergency Checklist #19 **Outbreak Response Checklist** on the Safety Management System
8. Any third parties including contractors, agents or surveyors to complete pre-embarkation checklist
9. Review procedures for crew communications i.e. UHF Radio, meetings conducted outdoors, observation of 2m social distancing, etc.
10. Review the use and cleaning routines of communal areas

Crew wellbeing and mental health

The wellbeing of the crew is of utmost importance. They will be concerned for loved ones at home, therefore it is important they remain in communication with their families and connected with their 'on board family'.

- | Recommended Control Measure | <input checked="" type="checkbox"/> |
|---|-------------------------------------|
| 1. Hours of work and rest closely monitored to ensure crew are properly rested and fit for duty | <input type="checkbox"/> |
| 2. Due consideration given to mental and emotional fatigue | <input type="checkbox"/> |
| 3. Crew access to ' Managing Your Mental Health During the COVID-19 Pandemic - A guide for seafarers '
Mental health tools also available at https://www.seafarerswelfare.org/seafarer-health-information-programme/good-mental-health | <input type="checkbox"/> |
| 4. Crew are provided with adequate support through the digital community during isolation. BurgessYachtCrew Instagram account is including daily themes including fitness, learning, creativity, social and fun | <input type="checkbox"/> |
| 5. Provisions made to ensure crew can make international phone calls to loved ones | <input type="checkbox"/> |
| 6. Consider informing the immediate family of serving crew of the preventative control measures adopted on board for their protection | <input type="checkbox"/> |
| 7. High guest demand on internet use may require a careful analysis of crew data usage. Some web based platforms may be prioritised for connecting with family, while others are restricted due to their high data usage | <input type="checkbox"/> |
| 8. Discuss crew morale with the principal charter guest. Opportunities to swim or use of open spaces at select times of the day all contribute to maintaining positivity among crew, without adversely affecting guest operations | <input type="checkbox"/> |

PART B - RESPONSE

Managing a suspected case on board

Where there is a suspected or confirmed case of COVID-19, the yacht will commence its yacht specific emergency Checklist #19 **Outbreak Response Checklist** on the Safety Management System.

Control Measure	<input checked="" type="checkbox"/>
1. Muster the dedicated medical care team	<input type="checkbox"/>
2. Commence Emergency Checklist #19. The checklist includes:	<input type="checkbox"/>
- Initial actions	<input type="checkbox"/>
- Mandatory notifications	<input type="checkbox"/>
- Follow up actions	<input type="checkbox"/>
- Handling the media	<input type="checkbox"/>
3. Record events and actions taken on the Safety Management System (SMS) using Form BY-27 Accident and Incident Report	<input type="checkbox"/>


Yacht Management

BURGESS

Issued 22-Apr-2020

1. This two-part plan has been developed by the Company to prevent and respond to an infectious disease.
2. The plan should be amended on board to include specific yacht procedures.
3. Crew should have knowledge of the plan and implement it as required.
4. The document provides reassurance to guests by demonstrating that best practices are implemented.
5. Refer to Burgess Fleet Circular 02-2020 COVID-19 (latest Revision) for the latest guidance.



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-  Charter **Management**
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