

<b>LEVEL 1</b>		<ul style="list-style-type: none"> <li>○ International emergency declared</li> <li>○ No cases in the country</li> </ul>
<b>PARTIES INVOLVED</b> Collaborators, Clients, Partners		<b>CRISIS COMMITTEE/ LEADERS</b> Names
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>• Test communication channels</li> <li>• Identify isolation areas throughout the port</li> <li>• Engage in preventive campaigns against COVID-19 and follow WHO recommendations</li> <li>• Communicate key messages internally</li> <li>• Prepare messages to answer customer concerns</li> <li>• Maintain direct communication with relevant national authorities (Public Health, Migration, Navy, etc.)</li> </ul>	

<b>LEVEL 2</b>		<ul style="list-style-type: none"> <li>○ International emergency declared</li> <li>○ Confirmed cases in the country</li> <li>○ No cases in the port</li> </ul>
<b>PARTIES INVOLVED</b> Collaborators, Clients, Partners, Media		<b>CRISIS COMMITTEE LEADERS</b> Names
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>• All actions mentioned in Level 1, and in addition:</li> <li>• Organise the distribution of antibacterial gel dispenser in all access points and critical areas of the port</li> <li>• Strengthen an internal campaign that promotes the importance of COVID-19 prevention and follow WHO recommendations</li> <li>• Suspend guided visits to the port (for students, clients, etc.)</li> <li>• Inform clients about compliance with security protocols in relation to their cargo</li> <li>• Maintain direct communication with community leaders</li> </ul>	

<b>LEVEL 3</b>		<ul style="list-style-type: none"> <li>○ International emergency declared</li> <li>○ Confirmed cases in the country</li> <li>○ Suspicious cases detected in the port (crew or staff)</li> </ul>
<b>PARTIES INVOLVED</b> Collaborators, Clients, Partners, Media		<b>CRISIS COMMITTEE LEADERS</b> Names
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>• All actions mentioned in Level 1 and 2, and in addition:</li> <li>• Introduce remote work when possible in relation to the area concerned</li> </ul>	

	<ul style="list-style-type: none"> <li>• Isolate a suspected person in the designated area and organize transfer to a dedicated medical centre</li> <li>• Disinfect the area of interaction of the isolated person</li> <li>• Notify the suspected person's relatives</li> <li>• Send a statement to the company's employees informing them of the situation and measures adopted by the authorities, and if operations continue as normal</li> <li>• Issue a press release to the media</li> </ul>
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<b>LEVEL 4</b>	<ul style="list-style-type: none"> <li>○ International emergency declared</li> <li>○ Increased number of cases in the country</li> <li>○ Confirmed cases in the port (crew or staff)</li> <li>○ Several staff are sick</li> </ul>
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<b>PARTIES INVOLVED</b> Collaborators, Clients, Partners, Media	<b>CRISIS COMMITTEE LEADERS</b> Names
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<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>• All actions mentioned in Level 1, 2 and 3, and in addition:</li> <li>• Limit access to port premises only to critical staff</li> <li>• Trace working contacts of confirmed cases in the previous two weeks</li> <li>• Deploy remote communication for all employees</li> <li>• Inform national health authorities of sick staff members and seek their advice</li> <li>• Manage confirmed cases among staff in line with recommendations from national health authorities and WHO</li> </ul>
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