



CORONAVIRUS (COVID-19) CREW CHANGE PROCEDURE

The maritime agent must e-mail, in advance, the name of all people who will board or disembark a vessel at operations@portvalleyfield.com as well as the name of the driver accompanying them.

BOARDING

- Crew members and their driver must stop at the guard house and comply with the “**Port Access Procedure**” attached;
- When access is authorized, the security guard at the guard house will contact the port’s ship security guard to announce the arrival of crew members;
- The driver takes the crew members directly to the ship’s gangway. No one can walk on the port site.
- Crew members board the ship;
- The driver leaves the port immediately after boarding.

DISEMBARKEMENT

- The driver must stop at the guard house and respect the “**Port Access Procedure**” attached;
- When access is authorized, the security guard at the guard house will contact the port’s ship security guard to announce the arrival of the driver;
- The port’s ship security guard goes to the gangway;
- As they get off the ship, crew members must show their identification document to the window of the port’s ship security guard vehicle;
- Crew members get in their vehicle without going anywhere else;
- The driver and crew members leave the port, without stopping at the guard house.

In this pandemic time, the Port of Valleyfield has implemented exceptional measures at the entrance of the port to prevent the spread of the coronavirus. Therefore, registration is now “contactless”. All persons who wish to access the port and who do not have an access card must register at the guard house and observe the following measures:

Before coming to the port, all visitors must ensure that they have previously obtained an appointment number or an access authorization by contacting the company visited and pass on to their transporter all the information which has been provided to them. For vessels, crew members and visitors’ names must be included on a list that must be provided to the port by the maritime agent. Anyone not on a list or without a valid appointment number will be denied access.

Visitors who do not come for business purposes, as well as children, will be denied access.

All regular visitors (at least 10 visits per year) must contact the company visited in order to request an access card.

- Upon arrival at the port, the visitor must park and go to the guard house to register with a valid photo ID (driver’s licence, health insurance card or passport);
- To respect social distancing, a maximum of two people at a time is authorized inside the guardhouse;
- People waiting outside the guardhouse must respect the social distancing of two meters;
- When entering inside the guardhouse, the visitor must sanitize his hands using the product made available to them;
- The visitor states his appointment number or his authorization to the security guard and presents his identity document on the glass partition. Note that the security guard is not authorized to handle documents;
- A camera (sound and image) continuously records all conversations. The following questions will be asked to each visitor and, in case of any positive answer, access will be denied:
 - Have you travelled in the past 14 days other than for the transportation of goods?
 - Have you been in contact with someone who has been diagnosed with COVID-19?
 - Do you have symptoms similar to the flu or cold, or have you been in contact with people showing these symptoms?
- When access is validated, a digital code is given to the visitor, authorizing him to enter the port site. This code must be entered on the keyboard in front of the gates;
- The visitor drives to the reception area assigned to him by the security guard. He must respect the COVID-19 procedures for all terminals;
- Safety helmet, boots and vests are compulsory on the port, with the exception of the administrative centre. People travelling in a vehicle without disembarking are exempt from this requirement.

