PORT EMPLOYEES/PORT USERS

- Use of chlorine, bleach hand wash/alcohol based hand sanitizer upon entering and leaving.
- All staff on NPA buses should wear long pants/long sleeves shirt/blouse; all NPA buses will be sprayed prior to the work day and re-sprayed before departure for any other assignment and at the end of the work day;
- The Transport Officer and drivers reserve the right to NOT allow any employee who appears to show symptoms of the Ebola virus on the buses; the Emergency Response Team (ERT) setup by Management must be informed immediately about the incident;
- All cleaning staff must use rubber/latex gloves, aprons/long sleeves overalls and surgical mask and use chlorine based water solutions for cleaning;
- Everybody including employees/contractors/casual workers entering the Port premises will be subjected to body temperature monitoring and or digital temperature testing;
- While on the Port premises, if anybody appear to show Ebola like symptoms, he or she must be immediately isolated to the designated areas and call members of the Emergency Response Team: the head of the ERT immediately, Mr. Nyekhe Forkpa/DMDA: 0880690750 or other members of the team: Cllr. Jeffery George 0886511260; Mr. Marcus Cooper: 0880553362/077098516 Mr. Jenkins Saye: 0886516869; Col. George Sumo: 0886567902; Ms. Matilda W. Parker: 0886997763; Karl Gnomlonsin: 0886302852; Luo: 077631418/Lester Cheepoo:0777271248; and Debra Woods: 0777284345
- For outside support from the Ministry of Health and Social Welfare, immediately call the hotline number – 1333 (Lone Star) and 4455 (Cellcom).
- No Shore-passes will be issued during this time.
- Deliberate inspections will be conducted by the Emergency Management Team to make sure there are no potential EBOLA outbreaks or cases within the Port;
- The Emergency Response Team will conduct coordinated Exercises at random intervals to test the responsiveness of Ebola Emergency Response procedures.
WHAT WILL BE DONE IF SOMEONE SHOWS EBOLA SYMPTOMS IN THE PORT

PORT EMPLOYEE/CONTRACT/CASUALS

- The Emergency Response Team will be immediately notified;
- If it is determined by the ERT Health Care Practitioner (HCP) that the symptoms are early symptoms (fever, nausea, headache, tiredness,...) the person will be required to move to the designated Care Center.
- Ministry of Health (MOH) will be immediately contacted to take control of the case;
- The path the suspect traveled and every surface/object the suspect made contact with will be disinfected with Chlorine solution;
- If it is determined by the Health Care Practitioner that the suspect is showing late symptoms (vomiting, diarrhea, coughing, bleeding), MOH will be informed to expedite the case;
- The immediate surroundings will be evacuated, avoiding contact with any fluids the suspect may discharge;
- After MOH takes the suspect away, the suspect's entire path leading to the eventual area where he broke down will be immediately chlorinated/disinfected by MOH Environmental Disinfection Team or the NPA designated fumigation company.
- The area the suspect discharged the fluid will remain cordoned and closed up to the period advised by the MOH;
- All colleagues who came in contact with the suspect will be treated as (probable cases), listed as contacts for contact tracing and sent home on 21 days isolation observation; their details will be provided to the MOH;
- All probable cases will be required to provide regular updates about their health to the ERT who will inform the MOH if necessary; ERT will use shift/assignment record and interviews as well as voluntary disclosures to trace all contacts of the suspected or confirmed case;
- All such probable cases who have not developed Ebola symptoms during the 21 days isolation period will be allowed to return to work and report immediately to the Port Clinic for immediate check and clearance before resuming duties.
PORT USERS

• If a Port User shows a temperature of at least 100° F (37.8° C) from screening at the gates, such person will be considered a possible suspect of early Ebola Symptoms and will not be allowed into the port without MOH clearance;
• The ERT must be notified immediately during the access denial action;
• If a Port User shows symptoms after entering the Port, the Emergency Response Team should be notified immediately;
• If it is determined that a port user is experiencing early symptoms (fever, nausea, tiredness, headache) he or she will be required to provide his or her personal details (contact numbers and home address); and immediately confined to the designated area in the port. The ERT will provide the information to the MOH immediately;
• The path the suspect traveled and every surface/object the suspect made contact with will be disinfected with Chlorine solution;
• The immediate surroundings will be evacuated, avoiding contact with any fluid the suspect may have discharged;
• After MOH takes the suspect away, the entire path leading to the eventual area where he/she broke down will be immediately chlorinated/disinfected by MOH Environmental Disinfection Team;
• The area the suspect discharged the fluid will remain cordoned up to the period advised by the MOH;
• All colleagues and port users who came in contact with a suspect showing symptoms will be treated as probable cases, their personal information will be obtained for tracing and details provided to the MOH;
VESSELS CREW MEMBER S

- No shore pass(es) will be issued to vessel crew members;
- All stevedores or local employees boarding any vessel must be thoroughly screened for Ebola;
- If a screening shows symptoms of Ebola, the suspect must be isolated and the Emergency Response Team be notified immediately;
- The ERT will notify the Harbor Master, MOH and the Liberia Maritime Authority about the case;
- The suspect will remain isolated until the MOH team arrive and take control of the case;
- If the individual is suspected on board a ship, the ERT must be notified immediately; and the ship captain be advised to have the suspect immediately isolated to a cabin until the MOH team arrive and take control of the case;
- The MOH team will advice the Captain about the fumigation/disinfection course;
- The MOH will team will work with the ship Captain and Harbor Master office to identify others who may have come in contact with suspected or confirmed case and advise on next steps;
- If the case was identified on the dock, everyone who came in contact with the suspected case will be considered a probable case and listed for contact tracing;
STEVEDORES

- All Stevedores will be subjected to preliminary screening before gaining entry into the port on a daily basis;
- Any Stevedores showing signs of Ebola will not be allowed to enter the port;
- All Stevedores will be checked again on the dock before boarding any vessel;
- If any Stevedore shows any sign of Ebola, s/he will be immediately put in the care center area, and MOH will be contacted;
- Everyone coming in contact with a stevedore showing symptoms of Ebola will be considered probable cases and treated as such;

CARE SITE/CENTER

- The NPA management has designated a building a CARE center (the former FDA office building);
- This CARE center is a temporary holding facility until the MOH team arrives to take control of the case;
- The rooms in the CARE center will be labeled Room #1, Room #2 and Room #3. An accurate account of each occupant and their condition will be recorded and shared with MOH;
- The building is fitted with chlorine solutions, sanitizers, portable full size mattress; bottled water, toiletries, napkins, garbage bags and other items;
- The content of the Care Center will be disposed of and the entire area fumigated/disinfected under MOH guidance each time a suspected case is moved out by MOH;
- The Center will only be reused following MOH guidance and clearance;
- No unauthorized person(s) or employee(s) will access the Care center or the area around;
- Only the ERT can and will send suspected cases to the CARE center.
- This center is designated for NPA Port Users, Employees and Partners working in the Port only.