



PANAMA MARITIME AUTHORITY
GENERAL DIRECTORATE OF PORTS AND MARITIME ANCILLARY INDUSTRIES
INSTRUCTIVE FOR REPATRIATIONS, EMBARKATION OR DISEMBARKATION OF CREW DURING THE COVID-19 PANDEMIC PERIOD

Modality 1: Repatriation or change of combined crew

Description: Consists of organizing the change of vessel crew about to arrive in jurisdictional waters of the Republic of Panama by shipping agencies which operate within the Country, such as Maersk, One, MSC, CMA CGM, Carnival, Royal Caribbean, among others, as needed. These changes of crew would consist in organizing of charter flights both ways through airports, without the Republic of Panama, in non-risk pandemic areas, where after having complied with P1 Recommendation, and specifically under Letter A, number 1.1.10, on Document(s) which evidence condition of seafarers, same must be presented through a certificate issued by a licensed physician and submitted for approval of MINSA. It may consist of a charter flight in compliance with P2, P3, and P4 recommendations and which destination is Panama, for embarkation on a later date through an Authorized Port, based on P5 and in compliance with P6 recommendation upon boarding a vessel with destination to our waters.

This form of entry shall also be used for Panamanian Crew who have been sailing in vessels which navigational routes do not include the Republic of Panama, and their contracts have been terminated; thus, requiring them to return to their places of residence, in compliance with P1, P2, P3, and P4 recommendations.

In both cases, prior to embarking the flight to the Republic of Panama, when for risk analysis purposes Minsa requires that a Covid 19 Testing be made, the Shipping Lines must arrange same and send the results to the Ministry of Health of the Republic of Panama.

Responsible:	Activity:	Requirements:	Procedure:
Shipping Lines, Shipping Agencies, or Authorized Representatives	Sending of formal request, showing detailed information of change of crew, vía e-mail to the following: jguerini@amp.gob.pa ; fpitty@amp.gob.pa ; pegonzalez@minsa.gob.pa	<ol style="list-style-type: none"> 1. Confirmation of charter flight, airline, flight number, date and estimated times of arrival and departure. 2. For crew who would be embarking: <ol style="list-style-type: none"> a. Medical Certificate showing that crew is in good health, issued by a Private or Public Clinic, sealed by a licensed Physician. b. Self-health statement made by the crew and daily temperature readings (at least twice a day for 14 days) (Annex B, Circular No.4204/Add.14, dated May 5th, 2020). c. Employer’s letter and information sheet, regarding the change of crew. 3. For crew to be disembarked: <ol style="list-style-type: none"> a. Maritime Health Statement, signed and sealed by the vessel of each crew member. b. Certificate signed by the Captain on the health condition of all crew members. 	<p>The information will be analyzed and evaluated by technical personnel of the Ministry of Health (MINSA) and the Panama Maritime Authority (PMA); same shall determine whether or not to give their approval.</p> <p>In the event that the request is approved, Shipping Agencies must make arrangements with the National Immigration Service.</p> <p>At time of embarkation and disembarkation, what is set forth under Points 5 and 8, Circular n° 4204/Add.14, on necessary arrangements to avoid contact during the passage through the port or marina and possible infection, must be complied with.</p> <p>P5 – Embarkation of Crew P8 – Disembarkation of Crew.</p> <p>In which:</p> <ul style="list-style-type: none"> • A special zone or area must be designated for seafarers who arrive in a maritime port, in order to avoid any opportunities of close contact, as

		<p>c. Registration of temperature readings on board (at least twice a day).</p> <p>d. Responsibility letter from the Shipping Line, in which it certifies that the information provided for by the vessel is valid.</p> <p>e. List of the last 10 ports.</p> <p>f. Crew List, with date and place of embarkation.</p> <p>4. Include all details regarding transportation of crew:</p> <p>d. Airport – Hotel – Port.</p> <p>e. Port – Hotel – Airport.</p> <p>Note: Stay in a hotel shall be in strict compliance, in the event of having to wait the flight or arrival of the vessel to port.</p> <p>5. Confirmation of Hotel to be used.</p> <p>6. In both cases, of embarkation and disembarkation</p> <p>f. Shipping companies shall make sure that all plans and procedures on the coronavirus (COVID-19) are fully complied with, during embarkation and disembarkation of seafarers.</p> <p>g. Evidence that seafarer has adequate EPP.</p> <p>h. Disinfection of luggage property of seafarers in a zone designated prior to embarkation and disembarkation.</p>	<p>well as non-essential interaction with other individuals or port infrastructures, including other seamen.</p> <ul style="list-style-type: none"> • A corridor shall be designated for transporting seafarers from the arrival special zone or area to the vessel, in order to avoid any opportunities of close contact, as well as non-essential interaction with other individuals or port infrastructures, including other seamen. • Crew members must handle and care for their own luggage. • All shipping companies must avoid that crew members take public transportation, as best possible. • Shipping companies or shipping agencies must provide private transportation from the place of residence to the port of embarkation, and from the port to their place of residence in the event of disembarkation. <p>Crew members who disembark, will have to comply with home quarantine, and shall be subject to follow-up by the Ministry of Health. In the event that they live in other parts of the country, they must comply with home quarantine in a hotel.</p> <p>It is recommended that any crew member who embarks, comply with quarantine on board the vessel.</p> <p>Or, Crew member shall engage to:</p> <ul style="list-style-type: none"> • Keep a minimum physical distance of 1 meter from other seamen, as best as possible. • Abstain from using common areas on board, such as dining room, laundry room, or recreational areas. • Return to their cabin after terminating their work hours or duties.
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Note: Vessels must comply with basic Requirements for the arrival of vessels through the VUMPA platform and by e-mail (Procedure set forth).

Modality 2: Transfer of Crew from Ship to Ship

Description: Consists of authorizing the arrival of ships to jurisdictional waters of the Republic of Panama, through the Protocol for arrival of ships. So that a anchoring site can be assigned, and so they may, after approval by MINSa and the AMP, begin to transfer the crew, medical equipment, and luggage from one ship to another, in order to direct the ships to countries of destination, for purpose of repatriating the crew having been transferred. These types of transfers are of minimum risk, as said transfers are carried out several miles away from land.

Responsible:	Activity:	Requirements:	Procedure:
Shipping Lines, Shipping Agencies, or Authorized Representatives	Sending of formal request, vía e-mail to the following: jguerini@amp.gob.pa ; fpitty@amp.gob.pa ; pegonzalez@minsa.gob.pa	<ol style="list-style-type: none"> Reason for the request to transfer the crew. Date and Time in which the operations shall take place. Number of crew to be transferred. Certificate that all crew members are in good health. <p>Note: Once the operation has been terminated, must send:</p> <ol style="list-style-type: none"> An updated crew list of the vessel. Report of all Nationalities on board. 	<p>The information will be analyzed and evaluated by technical personnel of the Ministry of Health (MINSa) and the Panama Maritime Authority (PMA); same shall determine whether or not to give their approval.</p> <p>It shall be approved by making use of <i>tenders</i> or <i>zodiacs</i> of vessels, in order to avoid contact of crew with land personnel.</p> <p>Once the request has been approved, the National and Air and Naval Service shall be informed thereof.</p>

Modality 3: Group Repatriation of Panamanian crew by Ship

Description: Consists of Authorizing the arrival of ships, either for anchoring or berthing purposes, in order to repatriate Panamanian crew, and which has been previously and confinement protocols within the ship arranged. These requests must be accompanied with information related to the medical conditions of all crew members, period of confinement with external ship factors, and health and confinement protocols within the ship; additionally, the crew list and medical certificates of all of them. Crew who have been disembarked based on their records, as well as to the confinement times within the ship, may be placed in hotels authorized by the Ministry of Health, at the expense of the Shipping Line for a period of 14 days, or authorized for home quarantine, in compliance with P12 recommendations. In both cases, they shall only be transported by land from the Port to their destinations, via private transportation authorized by Minsa.

Responsible:	Activity:	Requirements:	Procedure:
Shipping Lines, Shipping Agencies, or Authorized Representatives	Sending of formal request for disembarking of crew, vía e-mail to the following: jguerini@amp.gob.pa ; fpitty@amp.gob.pa ; pegonzalez@minsa.gob.pa	<ol style="list-style-type: none"> Certificate of Non Covid-19 by medical personnel, on board. Records of temperatura readings. Note which certifies the times which crew members have not had any contact with land personnel. Date and Place of embarkation in present ship. 	<p>The information will be analyzed and evaluated by technical personnel of the Ministry of Health (MINSa) and the Panama Maritime Authority (PMA); same shall determine whether or not to give their approval.</p> <p>In the event that the request is approved, Shipping Agencies must make arrangements with the National Immigration Service.</p>

	<p>Must provide transportation to the place of residence of each crew member, where they must comply with home quarantine.</p> <p>In the event that Covid-19 testing is required, must pay for said costs.</p> <p>In the event that Government Authorities determine that all crew members have to go to a hotel, they must pay for said costs.</p>	<ol style="list-style-type: none"> 5. List of crew members to be disembarked, including their places of residence. 6. Responsibility letter of crew member. 7. Shipping companies shall make sure that their plans and procedures on the coronavirus (COVID-19) are complied with, during embarkation and disembarkation of seafarers. 8. Evidence that seafarer has adequate EPP. 9. Disinfection of luggage property of seafarers in a zone designated prior to embarkation and disembarkation. 	<p>In the event of Panamanian citizens, the agencies must make sure that mobilization of each crew member is made in compliance with the Decree regarding Curfew, and in the event of crossing of cordon sanitaire (sanitary barriers).</p> <p>At time of embarkation and disembarkation, what is set forth under Points 5 and 8, Circular nº 4204/Add.14, on necessary arrangements to avoid contact during the passage through the port or marina and possible infection, must be complied with.</p> <p>P5 – Embarkation of Crew P8 – Disembarkation of Crew.</p> <p>In which:</p> <ul style="list-style-type: none"> • A special zone or area must be designated for seafarers who arrive in a maritime port, in order to avoid any opportunities of close contact, as well as non-essential interaction with other individuals or port infrastructures, including other seamen. • A corridor shall be designated for transporting seafarers from the arrival special zone or area to the vessel, in order to avoid any opportunities of close contact, as well as non-essential interaction with other individuals or port infrastructures, including other seamen. • Crew members must handle and care for their own luggage. • All shipping companies must avoid that crew members take public transportation, as best as possible. • Shipping companies or shipping agencies must provide private transportation from the place of residence to the port of embarkation, and from the port to their place of residence in the event of disembarkation.
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Modality 4: Repatriation Ship to Ship under intermediate land MODALITY

Description: When there are two coasts, ships which crew need to be transferred from one to another, the exchange of crew members from the Atlantic to the Pacific or vice versa, arrangements shall be made by using of private land transportation previously authorized by the Ministry of Health, in order to organize crew of different nationalities, and to begin their travel to their final destinations, for purposes of repatriating those having been transferred.

Responsible:	Activity:	Requirements:	Procedure:
<p>Shipping Lines, Shipping Agencies, or Authorized Representatives</p>	<p>Sending of formal request with details of change of crew, vía e-mail to the following: jguerini@amp.gob.pa; fpitty@amp.gob.pa; pegonzalez@minsa.gob.pa</p> <p>Must arrange transportation (by bus), in compliance with the distancing health measures within same, depending on the number of crew members.</p>	<ol style="list-style-type: none"> 1. Reason for the operation 2. List of crew to be transferred. 3. Medical certificate of No Covid-29 on board. 4. Records of temperature readings for each crew member (at least twice a day). 5. Shipping companies shall make sure that their coronavirus (COVID-19) plans and procedures are fully complied with during embarking and disembarking of seafarers: <ul style="list-style-type: none"> • Evidence that seafarers have adequate EPP. • Disinfection of luggage property of seafarers, in an area designated prior to embarking and disembarking. 	<p>The information will be validated and approved by the Ministry of Health (MINSa) and the Panama Maritime Authority (PMA). Government Security Agencies within the country, will safeguard all transportation of all personnel.</p> <p>In the event that the request is approved, Shipping Agencies must make arrangements with the National Immigration Service.</p> <p>In the event of Panamanian citizens, the agencies must make sure that mobilization of each crew member is made in compliance with the Decree regarding Curfew, and in the event of crossing of cordon sanitaire (sanitary barriers).</p> <p>At time of embarkation and disembarkation, what is set forth under Points 5 and 8, Circular nº 4204/Add.14, on necessary arrangements to avoid contact during the passage through the port or marina and possible infection, must be complied with.</p> <p>P5 – Embarkation of Crew P8 – Disembarkation of Crew.</p> <p>In which:</p> <ul style="list-style-type: none"> • A special zone or area must be designated for seafarers who arrive in a maritime port, in order to avoid any opportunities of close contact, as well as non-essential interaction with other individuals or port infrastructures, including other seamen. • A corridor shall be designated for transporting seafarers from the arrival special zone or area to the vessel, in order to avoid any opportunities of close contact, as well as non-essential interaction with other individuals or port infrastructures, including other seamen. • Crew members must handle and care for their own luggage.

Modality 5: Change of Crew, Panamanian for Panamanian, in National Ports

Description: It consists of the disembarkation of crew of Panamanian nationality or residence by the embarkation of crew of Panamanian nationality or residence.

Responsible:	Activity:	Requirements:	Procedure:
Shipping Lines, Shipping Agencies, or Authorized Representatives	<p>Sending of formal request, showing detailed information of change of crew, vía e-mail to the following:</p> <p>jguerini@amp.gob.pa; fpitty@amp.gob.pa; pegonzalez@minsa.gob.pa; sanidadmaritima.critobal@yahoo.com; dfsanidadmaritima@gmail.com; labormar@amp.gob.pa; imaltez@amp.gob.pa;</p>	<ol style="list-style-type: none"> 1. Request of Repatriation or Change of Crew by the Shipping Agency or Shipping Company, within a period of 72 to 96 hours prior thereto, to the e-mails as set forth. 2. For crew to be embarked: <ol style="list-style-type: none"> a. Medical Certificate showing that crew is in good health, issued by a Private or Public Clinic, sealed by a licensed Physician. b. Self-health statement made by the crew and daily temperature readings (at least twice a day for 14 days) (Annex B, Circular No.4204/Add.14, dated May 5th, 2020). c. Employer’s letter and information sheet, regarding the change of crew. 3. For crew to be disembarked: <ol style="list-style-type: none"> d. Maritime Health Statement, signed and sealed by the vessel of each crew member. e. Certificate signed by the Captain on the health condition of all crew members. f. Registration of temperature readings on board (at least twice a day during the last 14 days) (Annex B, Circular No.4204/Add.14, dated May 5th, 2020). g. Responsibility letter from the Shipping Line, in which it certifies that the information provided for by the vessel is valid. h. List of the last 10 ports. i. Crew List, with date and place of embarkation. 	<p>The information will be analyzed and evaluated by technical personnel of the Ministry of Health (MINSA) and the Panama Maritime Authority (PMA); same shall determine whether or not to give their approval.</p> <p>In the event that the request is approved, Shipping Agencies must make arrangements with the National Immigration Service.</p> <p>In the event of Panamanian citizens, the agencies must make sure that mobilization of each crew member is made in compliance with the Decree regarding Curfew, and in the event of crossing of <i>cordón sanitario</i> (sanitary barriers), they must comply with appropriate safe-passage requests to the following e-mail: salvoconductos@amp.gob.pa</p> <p>At time of embarkation and disembarkation, what is set forth under Points 5 and 8, Circular nº 4204/Add.14, on necessary arrangements to avoid contact during the passage through the port or marina and possible infection, must be complied with.</p> <p>P5 – Embarkation of Crew P8 – Disembarkation of Crew.</p> <p>In which:</p> <ul style="list-style-type: none"> • A special zone or area must be designated for seafarers who arrive in a maritime port, in order to avoid any opportunities of close contact, as well as non-essential interaction with other individuals or port infrastructures, including other seamen. • A corridor shall be designated for transporting seafarers from the arrival special zone or area to the vessel, in order to avoid any opportunities of close contact, as well as non-essential interaction with other individuals or port infrastructures, including other seamen. <p>Shipping Agent shall be responsible for making all arrangements with the Port Terminal, as well as regarding all others involved in the above requirements.</p>

		<p>4. In both cases, of embarkation and disembarkation:</p> <ul style="list-style-type: none"> Shipping companies shall make sure that all plans and procedures on the coronavirus (COVID-19) are complied with, during embarkation and disembarkation of seafarers. Evidence that seafarer has adequate EPP. Disinfection of luggage property of seafarers in a zone designated prior to embarkation and disembarkation. 	<ul style="list-style-type: none"> Crew members must handle and care for their own luggage. All shipping companies must avoid that crew members take public transportation, as best possible. Shipping companies or agencies must provide private transportation from the place of residence to the port of embarkation, and from the port to their place of residence in the event of embarkation. <p>Crew members who disembark, will have to comply with home quarantine, and shall be subject to follow-up by the Ministry of Health. In the event that they live in other parts of the country, they must comply with home quarantine in Panama City or in Colon, for their transfer to their place of residence at a later date.</p> <p>At time of embarkation, Company must require seafarers to practice self-distancing on board, pursuant their plans and procedures related to Covid-19, under number 6.1., Circular 4204/Add14 P6, on Location and Self-distancing.</p>
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Modality 6: Change of Crew, Foreigner for Panamanian, in National Ports

Description: It consists of the disembarkation of crew members of foreign nationalities for subsequent repatriation through coordination with the embassy of the corresponding nationality and the Ministry of Foreign Affairs, and the embarkation of crew members of Panamanian nationality or residence.

Responsible:	Activity:	Requirements:	Procedure:
Shipping Lines, Shipping Agencies, or Authorized Representatives	Sending of formal request, showing detailed information of change of crew, vía e-mail to the following: jguerini@amp.gob.pa ; fpitty@amp.gob.pa ; pegonzalez@minsa.gob.pa sanidadmaritima.critobal@yahoo.com dfsanidadmaritima@gmail.com labormar@amp.gob.pa jmaltez@amp.gob.pa mlecaro@mire.gob.pa jvillarreal@mire.gob.pa	<ol style="list-style-type: none"> Request of Repatriation or Change of Crew by the Shipping Agency or Shipping Company, within a period of 72 to 96 hours prior thereto, to the e-mails as set forth. For Panamanian crew to be embarked: <ol style="list-style-type: none"> Medical Certificate showing that crew is in good health, issued by a Private or Public Clinic, sealed by a licensed Physician. Self-health statement made by the crew and daily temperatura readings (at least twice a day for 14 days) (Annex B, Circular 	<p>The information will be analyzed and evaluated by technical personnel of the Ministry of Health (MINSA) and the Panama Maritime Authority (PMA); same shall determine whether or not to give their approval.</p> <p>In the event that the request is approved, Shipping Agencies must make arrangements with the National Immigration Service.</p> <p>In the event that the crew members is a foreigner, the agencies must make sure that mobilization of each crew member is made in compliance with the Decree regarding Curfew, and in the event of crossing of <i>cordón sanitario</i> (sanitary barriers), they must comply with appropriate safe-passage requests to the following e-mail: salvoconductos@amp.gob.pa</p>

		<p>No.4204/Add.14, dated May 5th, 2020).</p> <p>c. Employer’s letter and information sheet, regarding the change of crew.</p> <p>3. For foreign crew to be disembarked:</p> <p>a. Maritime Health Statement, signed and sealed by the vessel of each crew member.</p> <p>b. Certificate signed by the Captain on the health condition of all crew members.</p> <p>c. Registration of temperature readings on board (at least twice a day during the last 14 days) (Annex B, Circular No.4204/Add.14, dated May 5th, 2020).</p> <p>d. Responsibility letter from the Shipping Line, in which it certifies that the information provided for by the vessel is valid.</p> <p>e. List of the last 10 ports.</p> <p>f. Crew List, with date and place of embarkation.</p> <p>g. Information of Hotel certified or authorized by MINSa, where he or she will be staying, until appropriate flight charter is arranged.</p> <p>h. Confirmation of arrangement of Repatriation Flight Charter, whether by Company or Shipping Agent, together with the Embassy of the country of citizenship of crew member and the Ministry of Foreign Affairs.</p> <p>4. In both cases, of embarkation and disembarkation:</p> <ul style="list-style-type: none"> Shipping companies shall make sure that all plans and procedures on the coronavirus (COVID-19) are complied with, during embarkation and disembarkation of seafarers. 	<p>At time of embarkation and disembarkation, what is set forth under Points 5 and 8, Circular nº 4204/Add.14, on necessary arrangements to avoid contact during the passage through the port or marina and possible infection, must be complied with.</p> <p>P5 – Embarkation of Crew P8 – Disembarkation of Crew.</p> <p>In which:</p> <ul style="list-style-type: none"> A special zone or area must be designated for seafarers who arrive in a maritime port, in order to avoid any opportunities of close contact, as well as non-essential interaction with other individuals or port infrastructures, including other seamen. A corridor shall be designated for transporting seafarers from the arrival special zone or area to the vessel, in order to avoid any opportunities of close contact, as well as non-essential interaction with other individuals or port infrastructures, including other seamen. Crew members must handle and care for their own luggage. All shipping companies must avoid that crew members take public transportation, as best possible. Shipping companies or agencies must provide private transportation from the place of residence to the port of embarkation, and from the port to their place of residence in the event of embarkation. <p>Crew members who disembark, will have to comply with all confinement measures in the Hotel, until flight arrangements are made, and will be subject to follow-up by the Ministry of Health.</p> <p>At time of embarkation, Company must require seafarers to practice self-distancing on board, pursuant their plans and procedures related to Covid-19, under number 6.1., Circular 4204/Add14 P6, on Location and Self-distancing.</p>
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		<ul style="list-style-type: none"> • Evidence that seafarer has adequate EPP. • Disinfection of luggage property of seafarers in a zone designated prior to embarkation and disembarkation. 	
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Modality 7: Embarkation of Panamanian crew abroad

Description: When any Panamanian crew is hired by a shipping line and his/her embarkation is made in ports without the Republic of Panama, same shall be subject to this modality.

Responsible:	Activity:	Requirements:	Procedure:
Shipping Lines or Crew members	<p>Sending of formal request, showing detailed information of change of crew abroad, vía e-mail to the following:</p> <p>iguerini@amp.gob.pa; fpitty@amp.gob.pa; pegonzalez@minsa.gob.pa labormar@amp.gob.pa jmaltez@amp.gob.pa</p>	<p>1. Request by Company or Crew member. Note: In the event that a crew member so requests it, he/she must provide the authorization issued by the Company.</p> <p>2. For Panamanian crew members who would be embarked:</p> <ol style="list-style-type: none"> Medical Certificate showing that crew is in good health, which may be issued by a Private or Public Clinic, sealed by a licensed Physician. Self-health statement made by the crew and daily temperature readings (at least twice a day for 14 days) (Annex B, Circular No.4204/Add.14, dated May 5th, 2020). Employer's letter and information sheet, regarding the change of crew. Authorization or Approval of Ingress into the Embassy of the country of destination. Confirmation of Airway Bill from country of destination. All shipping companies shall assure that that the company plans and procedures on coronavirus (COVID-19), are fully complied with during the process of embarkation and disembarkation of seafarers. Evidence that the seafarer has the 	<p>The information will be analyzed and evaluated by technical personnel of the Ministry of Health (MINSA) and the Panama Maritime Authority (PMA); same shall determine whether or not to give their approval.</p> <p>In the event that the request is approved, crew members of the Company must make arrangements with the Department of Maritime Labor Matters, General Directorate of Seafarers; if a letter of safe-passage is required, same shall be sent to: salvoconductos@amp.gob.pa.</p> <p>At time of embarkation, we recommend as stated under Point 5, Circular nº 4204/Add.14, on necessary arrangements, in order to avoid contact during the passage through the port or marina and possible infection.</p> <p>P5 – Embarkation of Crew</p> <p>At time of embarkation, Company shall require seafarers to practice self-distancing on board, pursuant their plans and procedures related to COVID-19, in compliance with number 6.1, Circular 4204/Add.14 P6, on location and self-distancing.</p>

		appropriate EPP. h. Disinfection of all luggage which is property of seafafer, in a zone designated prior to embarkation and disembarkation.	
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References:

Circular of the International Maritime Organization (IMO) No.4204/Add.14, dated May 5th, 2020, on “Coronavirus (COVID-19) – Recommended Protocol Framework, in order to guarantee safety of changes and voyages of vessel crew members during the coronavirus pandemic (COVID-19).”