Busan Port Authority’s COVID-19 Contingency Plans

Organization

Launch of a COVID-19 Special Response Team
- BPA staff are working on rotation (day / night shifts) as part of a COVID-19 Special Response Team for the duration of the crisis. They are responsible for:
  - Provision of round-the-clock emergency hotline for staff and customers
  - Monitoring of new COVID-19 cases in Busan
  - Tracking and analysis of health reports by maritime labor staff

COVID-19 Disaster and Safety Management
- All issues relating to COVID-19 are handled by BPA’s Department of Port Safety and Security. They are responsible for:
  - Disseminating ministry and government-issued COVID-19 related precautions and regulation to all BPA departments and employees
  - Monitoring the health conditions of all BPA employees

Working from Home
- Pregnant employees, employees with small children, or underlying health issues are entitled to work from home following assessment by an in-house committee.
- 30% of all employees in BPA must work from home during 3.25-4.5.
  * This period is set by Government to reinforce the social gathering prevention.

Preparation of a Secondary BPA Office
- 2-3 members from BPA’s Operation and Construction department have been relocated to secondary office to minimize disruption caused in the case of the BPA office having to close (Almost 30% of BPA employees).
- In the case of a BPA member of being confirmed to have COVID-19, this secondary office will take-on all major business roles.
- Compulsory masks for all office staff

- Split- lunchtime shifts
  - Separate lunch times have been allocated to each floor of the building.
  - Lunchtime seating arrangements have been altered to maximize distance and minimize interaction.

- Limited access to terminals
  - Advising employees who have a fever or have attended a meeting of a religious group known to have had virus outbreaks not to enter the terminals (port operators, BPA staff, port union staff etc).

- Sending vessels to the adjacent terminals and Joint use of berths
  - BPA, terminal operators and shipping companies decided to proceed this to minimize disruption to port in case of large-scale covid-19 outbreak in a specific terminal.

- Formation of a replacement workforce
  - Consisting of retirees or similar in each sector, including Talley, Y/T etc
    * operators, port labor union and Association of Korea Inspection Talley

- Securing emergency workforce by team or department
  - Substitute working system for the emergency operation of each terminal’s main facilities.

- Closure of terminal restaurants
  - Port restaurants closed (lunchboxes provided) to minimize contact between port workers and prevent virus spread, with port workers notified in advance (operators).
    * In case of avoiding lots of contact between truckers and port labors
- Provision of temporary quarantine area
  - In the case of a confirmed virus case in the terminal, to be used before arrival of health officer (operators etc).

- Disinfection: Fumigation twice a day, disinfection once a week

- Working from home: Implemented for office staff according to team

- Prohibition of contacting control room and planning room workers

- The Central Disaster Management Headquarters of the Republic of Korea has decided to temporarily ban entry of cruise ships at ports in South Korea.
  - Starting from February 10th of 2020 in an effort to prevent further spread and infections of the novel coronavirus through ports.
  - Port entries will be allowed ONLY for fueling and provision of ship supplies WITHOUT disembarkation of personnel aboard.
  - Port services such as water supply, fueling and provision of ship supplies to a cruise ship shall be provided and conducted at anchorage in order to prevent the virus from spreading inland.