

# 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.

**Cargo Operation**

■ **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**

**Cruise&Passenger**

■ **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.