

1 July 2020

Attn: Master of Ship

**#SailingThroughCrisisTogether**

1. We hope you and your crew are well.
2. Singapore Harbour Pilots (“Pilots”) would like to appreciate the contributions of the ship crew for continuing their voyage and ensuring minimal/no disruption to the flow of commerce by sea during the COVID-19 pandemic. The Pilots, having served onboard as ship crew previously, can identify with the sacrifices of the ship crew during this challenging period such as shore leave, and crew change constraint.
3. Since the outbreak of the COVID-19 pandemic, the Singapore Government has been pro-active in its testing and contact tracing efforts. To date, the number of new cases in the community remains low and under control. Strong precautionary measures, as well as to remain vigilant and adopt good hygiene practices at all times, will continue to be the mainstay in the fight against COVID-19.
4. As one of the key stakeholders in the Singapore maritime industry, our Pilots have taken precautionary measures including monitoring daily temperature twice a day, wearing surgical mask and avoiding non-essential overseas travelling.
5. To safeguard the health of the ship crew and our Pilots, we strongly encourage all Ship Masters to join us in our efforts to fight COVID-19 by adopting the following practices when our Singapore Harbour Pilot boards your ship:
  - a. Inform our Singapore Harbour Pilot if there is unwell crew onboard or deviation from the health declaration to the relevant authorities
  - b. Avoid shaking hands and adopt contactless greetings method
  - c. Receive our Singapore Harbour Pilot at pilot ladder or gangway by essential crew only (these crew to don surgical masks)
  - d. Have only essential crew on the bridge and for them to don surgical masks
  - e. Practise social distancing of at least 1 metre or 2 arm’s length
  - f. Open bridge’s door for ventilation
  - g. Sanitise bridge equipment such as binocular, VHF telephony regularly and before our Singapore Harbour Pilot boards the ship
  - h. Make available hand sanitiser/soap on the bridge
  - i. Allow our Singapore Harbour Pilot to use the elevator whenever possible
  - j. Avoid bodily disinfectant spraying
  - k. Provide food or water our Singapore Harbour Pilot in a proper package with pre-packed sanitised utensils
6. Stay safe and healthy as we #SailThroughCrisisTogether.

Thank you.

Regards  
Jimmy Koh  
Chief Pilot  
Singapore Harbour Pilots