

Planning for maritime crew self-isolating on vessel

20 July 2020

Under the [COVID-19 Public Health Response \(Maritime Border\) Order 2020](#), foreign vessels are not permitted to arrive in New Zealand unless they have an exemption. Vessels may be exempt if there is a compelling need for the vessel to arrive in New Zealand for reprovisioning and/or refuelling, or for the purpose of delivering the vessel to a business which includes for the purpose of repairing or refitting the vessel; and the Director-General has granted the vessel permission to arrive in New Zealand.

If applying for permission to enter New Zealand, the applicant must provide a plan confirming the crew will self-isolate on the vessel for 14 days. This checklist is to assist agents, owners or Masters of vessels prepare their plans for self-isolation on their vessels.

COVID-19 border controls

Additional border measures are in place in New Zealand to reduce the risk of COVID-19 spreading. Current border controls are detailed on the Ministry of Health website [here](#).

For border sector: www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-resources-border-sector

For maritime sector: www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-resources-border-sector/covid-19-maritime-sector

Immigration New Zealand website: www.immigration.govt.nz/about-us/covid-19/border-closures-and-exceptions

Requirements for vessels/crew

If permitted to enter New Zealand, all vessels/crew should:

- answer the health screening questions on the *Advanced Notice of Arrival Form*, *No Change in Health Status Form* and *Maritime Declaration of Health* and report any positive responses to the border health protection officers;
- report any crew with symptoms of concern to the medical officer of health, including after arrival in New Zealand and/or after completion of any isolation or quarantine requirements;
- comply with any instruction from a Medical Officer of Health which relates to a notifiable or quarantinable disease;
- make themselves available for COVID-19 testing, if required. This may be routine, *ad hoc* or surveillance testing being undertaken by the Ministry of Health. Testing may also be required if a crew member is suspected of being exposed to COVID-19
- once any period of isolation or quarantine is completed, follow the same requirements as everyone else in New Zealand, for the COVID-19 Alert Level in force at the time.

COVID-19

The symptoms of COVID-19 may include one or more of the following: cough, fever, shortness of breath, sore throat, sneezing and runny nose, and temporary loss of smell. Any crew who become unwell can contact Healthline on 0800 358 5453 for further advice.

If the crew member is positive for COVID-19, they will be treated as a confirmed case. They will be managed medically according to their symptoms and clinical state (they do not need to be hospitalised unless clinically indicated) and will be advised to remain in strict isolation on the vessel until advised otherwise (ie, 48 hours after symptoms resolve and at least 10 days after symptom onset (whichever is later), OR confirmed as NOT a case, OR deemed to no longer be at risk).

Arrangements for crew self-isolation on their vessel

The following checklist provides guidance on the areas that may need to be considered when developing a plan for crew self-isolation. However, despite the best planning, it might be that in practice some arrangements in the plan are not workable or there are better ways of doing things. The plan may be changed with prior written approval from the Ministry of Health.

Name of Vessel:

Name of Master:

Name of Vessel's Doctor:

Name of Primary Contact:

Contact details

Email:

Phone:

After hours:

Name of Marina/Berth:

Contact details

Address:

Postal Address:

Website:

Email:

Phone:

After hours:

Name of Marina Manager:

Contact details

Email:

Phone:

After hours:

Criterion – Responsibilities	Assessment	Comment
Is there a clear delineation of responsibilities for implementing the isolation plan?		
Do the responsible individuals have a clear understanding of their roles and responsibilities?		

Criterion - Accommodation	Assessment	Comment
Does the vessel have the capacity to allow crew to maintain physical distancing of 2 metres in accommodation, mess rooms and ablution facilities?		

Criterion - Accommodation	Assessment	Comment
Are there procedures in place to stagger the use of shared facilities to maintain physical distancing if necessary?		
Does each crew member have their own berth?		
Is there guidance for crew if they need to share rooms?		
Can the vessel provide in-room meals including breakfast, lunch and dinner?		
Can the vessel meet individual dietary requirements?		
Are there arrangements to prepare and deliver meals in a way that minimises the risk of transmission of coronavirus between crew members?		
Does the vessel have an outdoor space where crew can exercise or smoke and remain physically distant from other crew members?		
Does the vessel have a cleaning plan/schedule including frequent cleaning of high touch surfaces and shared areas and PPE requirements?		
Does the vessel have enough staff to meet the extra requirements for cleaning, catering, and preparation of meals?		
Are there arrangements in place to provide a service to purchase essential items for crew?		
Are there arrangements in place to obtain medication for the crew in a timely way?		
Does the vessel provide a laundry service for crew, as well as for laundering of linen and towels?		
Does the vessel provide wifi to all crew rooms?		
Is the vessel within an hour by road of a hospital?		

Criterion – Crew Behaviour	Assessment	Comment
Do the crew members know what they must do to self-isolate?		
Does each crew member know how to self-monitor their health each day and report any symptoms?		
Does each crew member know what to do if they may develop symptoms?		
Do the crew members understand good hygiene requirements? <ul style="list-style-type: none"> • practise hand hygiene frequently • minimise touching the face • cover coughs and sneezes 		
Do the crew members understand physical distancing requirements? <ul style="list-style-type: none"> • maintain at least 2 metres distance from other people 		

Criterion – Use of PPE	Assessment	Comment
Do crew members understand when they must wear PPE?		
Is there a process to ensure sufficient PPE is available when it is needed?		
Do the crew members know how to put on, wear, remove and dispose of PPE safely?		

Criterion – Welfare	Assessment	Comment
Is there a process to check each crew member's welfare and wellbeing on a daily basis?		
Is there a process to check each crew member's health on a daily basis?		
Is there a process to escalate health, safety or wellbeing concerns to obtain appropriate support in a timely way?		

Criterion – Third party provider assurance	Assessment	Comment
Is there a process to obtain assurance third party providers of services to support self-isolation (e.g. security), train and brief workers daily?		
Is there a process to obtain assurance third party providers of services adequately supervise their workers?		
Is there a process to obtain assurance third party providers of services provide workers with information and training on COVID-19 symptoms and processes for reporting these?		

Criterion – Security	Assessment	Comment
Are there arrangements in place to secure the vessel from contact with the general public e.g. fencing/security guards?		
Are entry and exit points actively controlled 24 hours a day e.g. by security guards?		
Is there signage to communicate the vessel is self-isolating and what visitors must do before entering the site?		
Is there a process to authorise, induct and supervise any workers who need to visit the vessel e.g. for essential repairs or servicing?		
Is there a process to receive supplies (e.g. of food) which can maintain physical distancing of 2 metres?		
Is there a process to record the contact details of any person who comes into casual or close contact with the vessel's crew?		

Criterion – Compliance	Assessment	Comment
Is there a process to check each crew member's compliance?		

Criterion – Compliance	Assessment	Comment
Does the vessel's agent/owner/Master have a process to report concerns or noncompliance to the Ministry of Health as soon possible?		
Is there a process to inspect and monitor the effectiveness of its compliance arrangements?		
Does the vessel's agent/owner/Master agree to allow Ministry of Health officials and authorised agents, access to the vessel and to all premises where monitoring records are kept?		
Does the vessel's agent/owner/Master agree to allow Ministry of Health officials and authorised agents access to interview any staff and contractors or subcontractors for the purposes of carrying out an audit of the crew and compliance with the Director-General's requirements?		

Criterion – Emergency response	Assessment	Comment
Is there a response plan in place if a member of the crew develops COVID-19 symptoms and/or tests positive for COVID-19?		
Does the emergency response plan provide for safe evacuation in a way that will minimise contact with members of the public?		
Has the emergency response plan been communicated to all crew?		
Have clear lines of communication been established (and are available) between the vessel and land services medical support / essential /emergency services?		

Any comments: