

ALERT LEVEL 1 ENHANCED BORDER VIGILANCE COVID-19 WORK PRACTICES

Date: **Update 23 November 2020**

The following are the revised level 1 general work practices that are to be followed by PNL employees until otherwise advised. Work practices specific to your work area will be shared by your manager / supervisor.

The level 1 practices with enhanced border controls are a directive from the Ministry of Health effective immediately. This includes mandatory testing of higher-risk workers.

THE COVID GOLDEN RULES

- Do not come to work if you are even slightly unwell with a cold or flu.
- If you have symptoms consistent with Covid 19 get tested, self-isolate at home until the test result is received.
- Access test by contacting your GP or calling Healthline 0800 358 5453 or 0800 6111 16 and state you are a Maritime border worker.
- Keep a minimum distance from crew of 2m.
- All sneezing, coughing etc. into elbow or tissue.
- Avoid touching your face; if you see a workmate touching their face, please point it out
- Wash your hands – LOTS especially after touching surfaces that others may have touched
- Wash your hands before entering any kitchen area or touching cups, plates etc
- Keep work areas clean
- Report any concerns or noncompliance with these work practices including ship's crew.

GENERAL PRACTICES

International Crew Shore Leave:

Public Health may grant shore leave to crew who have completed 14 days isolation and provided a negative Co-vid test. The following practices should be followed by PNL people in relation to these crew as a precaution:

- Be kind – some of these crew have not had shore leave for a very long time, they pose a low risk
- Maintain 2m physical distance
- Further procedures for security shuttle set out below under marine

Health checking and testing:

- Government information and Q&A must be passed to (Stevedores and Marine team) employees at toolboxes.
- Employees are reminded of the symptoms of COVID-19 (cough, temperature over 38C, shortness of breath, sore throat, sneezing/runny nose, temporary loss of smell).

- If you have symptoms consistent with Covid 19 get tested, self-isolate at home until the test result is received.
- Access test by contacting your GP or calling Healthline 0800 358 5453 or 0800 6111 16 and state you are a Maritime border worker.
- Health questions are asked daily of Stevedores and Marine team employees who board International vessels and record kept:
 - Are you feeling unwell?
 - Do you have a respiratory infection with any of the following symptoms: cough, sore throat, shortness of breath, head cold (e.g. runny nose, sneezing, post-nasal drip) loss of sense of smell?
- If symptoms identified, actions are recorded
- If symptoms consistent with COVID-19 PNL will instruct you to get tested and self-isolate until the results are received.

Mandatory Testing

From 11.59pm on 25 November 2020 the COVID-19 Public Health Response (required Testing) Amendment Order (no. 3) comes into force.

Insert all the links to the border orders

[Covid 19 Public Health Response \(Maritime Border\) Oder \(No 2\) 2020](#)

[COVID 19 Public Health Response \(Required Testing\) Order 2020](#)

[Covid 10 Public Health Response \(Required Testing\) Amendment Order \(No3\) 2020](#)

Mandatory testing frequency for those who board an affected vessel (i.e. a ship with a person on board who is required to be isolated or quarantined) is:

Weekly:

- Pilots
- Those who spend more than 15 minutes in enclosed space on board affected ship.

Fortnightly

- Stevedores working on the vessel
- Anyone who boards an affected vessel with a person on board who is required to be isolated or quarantined.
 - Planners
 - Agents
 - Marine Service Engineer or Technicians
 - Classification surveyors
 - Provodores and Chandlers
- Anyone who has transported persons to or from an affected vessel

Testing is available on site at advised times or you can visit your GP. All tests are free. For preferential testing, advise the tester that you are a Maritime Border worker.

PLEASE NOTE: The order requires employees provide confirmation the dates testing has occurred as soon as practicable. If tested at an alternative site to the Port Nelson testing facility, please inform your Manager. There is a sign in sheet available at Port Nelson testing site.

Port Nelson is required to keep and maintain a record of employee's details, testing periods and testing dates. For more information see the order.

To assist the Ministry of Health with their Surveillance Testing, other port workers who are not classified as high-risk are also encouraged to undergo testing. You are welcome to do this at the Port Nelson testing point or your GP.

No self-isolation is required unless COVID-like symptoms are present.

PNL work practices (Public Health Measures)

Planners

Planners are not to access vessels until further notice unless urgently required. If access is needed, they must take all precautions required as below for Stevedores.

Stevedoring

- Close contact with ship's crew are to be avoided or minimised wherever practical. PPE (mask and gloves) are to be worn if face to face meeting is required.
- Vessel agents are to establish the agreed protocols with the ship's crew to ensure physical distancing (2m or more).
- All comms with ship's crew is to be by phone/radio/email, or via Agent, to avoid close contact wherever possible.
- Stevedoring personnel are not to enter the accommodation under any circumstances.
No additional controls (e.g. PPE) is required when physical distancing of 2m (or more) is being maintained.
- Pre-vessel inspections and close contact communications with ship's personnel (that is within 2 metres for 15 minutes or longer) require additional PPE (face mask, gloves) to be worn.
- PPE (face mask, gloves) must be worn for all close contact (that is within 2 metres for 15 minutes or longer (**Please note the 15mins is cumulative**)) with ship's crew and should also be offered to stevedoring staff for further use at their discretion.
- Ships crane operators are to clean / wipe down the crane cabin's contact surfaces before and after use.
- Close Contacts records (labour sheets) are to be maintained by Stevedoring staff.
- No crew /ship agents / Supercargoes are not permitted in stevedore's facilities on the berth.
- Hand wash facilities and/or sanitizer are to be available for stevedoring staff getting on/off vessels and should be regularly used.
- Rigid enforcement of physical distancing protocols by management and team supervisors/ leaders.

Marine

Security Shuttle Service— Crew Shore Leave Management

Our NZ citizens (or coastal ship crews, e.g. Moana Chief, Kokako) and vessels that have completed a 14 day or longer isolation period will be allowed shore leave. Procedures are as follows:

- The van should be sanitised by the occupants on vacating it (those areas they touched or breathed on).
- Should any crew members be ill (including with non COVID symptoms) they are not to be transported in the van

- 2 m Physical distancing still needs to be observed – in van, at Gatehouse etc.
- Driver to ensure separation by Perspex screen
- No more than 5 passengers in the van at any one time.
- The Shuttle driver will need to sanitize the Van after each transfer and wash their own hands regularly.

Should an international vessel come into Nelson the above and the following still applies:

- The Marine Operations Manager or the Marine Operations Coordinator will state on the emails they send out with the arrival documents whether or not Public Health has approved shore leave
- ID checks should be completed at arm's length without a need to touch the ID (one at a time in the Gatehouse or check them out the front if a Guard is available).

Pilots

- Ahead of the pilot boarding a vessel, confirmation is required from the Master that the PNL requirements for limited crew presence and for crew to wear the correct PPE will be adhered to via receipt of a signed copy of the Master Declaration Form.
- Recommended PPE and practices for pilots on non-NZ owned vessels is as follows:
 - Each pilot is to have their own allocated radio for their use only. This is to still be disinfected before and after every use.
 - Gloves and masks on before boarding vessel. Safety glasses can be worn as an added precaution. Ziplock bag in pocket.
 - Work gloves may be worn over nitrile gloves if required, but if so, these are to be disinfected on completion.
 - If work gloves removed at bridge, keep nitrile gloves on – avoid touching anything.
 - Ensure crew have masks on (non-coastal vessels) and are backing off at least 2.0m. Do not proceed if they are not compliant (carry spare masks as a last resort and then advise Manager for this to be taken up with Shipping Agent).
 - If available, take external stairs to bridge.
 - If safe and practical pilot from bridge wings.
 - All communications with Master and crew from 2.0m.
 - When exiting bridge do not put work gloves on as the nitrile gloves will contaminate the internals of the work gloves.
 - Once off vessel: nitrile gloves and masks removed as per safety procedures; these placed in ziplock bag and placed in rubbish bin; sanitise hands.
- Mask, gloves, and zip lock bags available for follow on jobs in the Waimea to ensure PPE is single use only.
- Mask, gloves, and distancing practices are still encouraged for coastal vessels.

Tug and Lines

- Tug, Launch and Lines crews to avoid all contact with a ship's crew and ensure social distancing of at least 2m is always maintained.
- Portable sanitiser stands are positioned at each tug gangway