

March 19, 2020

Contractor Notice

COVID-19 Update

Status update from the New Zealand Ministry of Health (MOH):

You will be aware of the latest developments on COVID-19, with twenty cases now confirmed in New Zealand. Current advice from the Ministry of Health is that with continued vigilance the chance of widespread community outbreak remains low.

LPC's Response:

We have a responsibility to protect our staff and make every effort to keep our business running. We are a critical link for Canterbury and the South Island, supplying our region with the goods we need every day.

An LPC COVID-19 Response team is meeting daily to ensure business continuity and discuss the latest updates from the Ministry of Health on the virus and any action that may need to be taken. We will continue to update you with all key information and any change in status.

We also know that your business relies on the Port being able to continue to operate. That is why it is really important that our team, vessel crews, customers, shipping agents and all contractors and Port users work together to ensure our Port continues to operate safely and without disruption.

Regulations for all contractors or visitors to LPC:

The following regulations are now strictly in place for any contractor, subcontractor or visitor to any Lyttelton Port site.

Please confirm receipt of this notice and share with your teams working at any LPC sites, including in toolboxes. Please ensure this message is shared with your subcontractors. Please develop processes and procedures with your subcontractors to ensure you are as aware of their movements as you are of your own staff. This includes travel movements and any contact with infected people.

Please respond to your usual LPC contact detailing how this message is being shared with your teams and the current contingencies you have in place.

If have arranged to visit an LPC site, please follow these guidelines:

- Is a face-to-face meeting necessary? If the meeting delayed or conducted via phone or video conference, please reconsider.
- Anyone planning to visit LPC who feels unwell with cold or flu-like symptoms (such as fever,

cough, and shortness of breath) **is strictly prohibited from entering LPC.**

- Ensure you are strictly following the recommended good health practices, such as frequent hand washing. Good hygiene will help keep you safe, but also your family, your friends, work colleagues and the community. Follow the guidelines below.

Increased border controls

It is critically important that we all work together to protect New Zealanders from COVID-19 and play our part in the global effort to contain it. From March 16, the following border controls, above current government regulations, are now in place at LPC:

1. **For all vessels not already in New Zealand waters on 23:59 on March 15, all shore leave for vessel crews is prohibited and crews must self-isolate onboard vessels.** Crew will be required to wear face masks and maintain a safe distance if they need to interact with LPC staff. This will remain in place until the Government review of travel restrictions on 31 March 2020.
2. All inbound vessels are required to complete an updated LPC Advance Notice Form and return it to LPC's Marine Pilots a minimum of 6 hours before arrival.

Keeping healthy

The health advice for COVID-19 remains the same. The disease is droplet spread, which is why it's really important to practice good health practices. These are:

- Frequent hand washing - Especially after direct contact with unwell people or their environment. If done properly, it protects yourself and others.
- Cover coughs and sneezes - Use disposable tissues or cover your nose and mouth with your clothing, and wash hands.
- Avoid close contact with people suffering from acute respiratory infections.

Further information:

Here are a few links which provide helpful information and additional guidance on COVID-19:

1. [NZ Ministry of Health latest COVID-19 Updates](#)
2. [How to Protect Yourself](#)
3. [Q&A on COVID-19 by the World Health Organisation \(WHO\)](#)
4. [What do we mean by self-isolation?](#)