

April 3rd 2020

**COVID19 Advance Notice from Masters of incoming vessels to Lyttelton Port**

Masters of all ships wishing to enter Lyttelton Port are required to provide Lyttelton Port Company (LPC) and Canterbury District Health Board with the critical health information detailed on this form (i) prior to embarking a Pilot, or (ii) if the health status of anyone on board changes.

**Note 1:** Masters and Ships Agents must still identify any ill traveller or member of the crew as part of your pre-arrival declaration.

**Note 2:** Shipping Agents will be required to send the above notice to Masters of vessels no later than 12 hours in advance of arrival to Lyttelton Port Pilotage area.

The completed form is to be sent to [pilot@lpc.co.nz](mailto:pilot@lpc.co.nz) AND [cphoncall@cdhb.health.nz](mailto:cphoncall@cdhb.health.nz).

<b>Date of Completion</b>	
<b>Name of Ship/Vessel</b>	
<b>Master Name</b>	
<b>Ship Registration/IMO#</b>	
<b>Port Arriving From</b>	
<b>Date of Arrival to Lyttelton</b>	
<b>Next Port after Lyttelton</b>	

**QUESTION 1:** Please list the Ports your ship/vessel has left, or transited through, within the past 14 days

**QUESTION 2:** Has any of your ships/vessels crew or passengers left, or transited through, any ports/countries within the past 14 days in addition to the ports the ship/vessel has left or transited through?

No          Yes    If yes, please provide details:

**QUESTION 3:** Have any ill persons (crew members or passengers) on board your vessel shown any of the COVID-19 (novel coronavirus) symptoms within the past 14 days? (Symptoms include: fever associated with one or more of the following: appearing obviously unwell, persistent coughing, impaired breathing, persistent diarrhoea, persistent vomiting, skin rash, bruising or bleeding without previous injury, confusion of recent onset)?

No          Yes    If yes, provide details. Also provide information on the health management plan implemented.

**QUESTION 4:** Have any persons (crew members or passengers) on board your vessel been in close contact with someone who is a confirmed case of COVID-19 (novel coronavirus) within the past 14 days?

No            Yes    If yes, please provide details:

**Review by LPC and the Canterbury District Health Board:**

If the answer is NO to all of the above questions, LPC will then inform all parties including the Harbour Master, Marine Pilots, Pilot Vessel Master, Tug Masters, Linesman and Stevedores of the "All Clear" declaration.

If the answer is YES to any of the above questions, LPC will make the appropriate notifications to the Canterbury District Health Board's Health Protection Officer for further advice. Any such ships will either be directed back to sea or proceed to anchor until assessed and cleared by the Canterbury District Health Board.

Once approvals are obtained from all other parties, LPC will make the final decision on accepting the vessel into Lyttelton Port.

**QUESTION 5:** Master to confirm the following items will be complied with.

- Yes    No earlier than 60 minutes before Pilot on Board time, the Bridge is to be cleaned, and high touch surfaces the Pilot will likely encounter are to be sanitised.
- Yes    Master to advise if any change in on board health status prior to Pilot Boarding. This applies to arrivals, shifts and departures.
- Yes    Master to ensure that only the navigational team required for effective BRM are on the bridge with the Pilot. All ships staff are to stay at least 2 meters away from the Pilot at all times.
- Yes    Master to ensure all staff within working proximity of the Pilot are wearing a safety mask and gloves.

**Precautionary Measures**

Lyttelton Port urges the shipping community to take precautionary measures, as well as to remain vigilant and adopt good hygiene practices at all times. The master of the ship is recommended to implement the following additional precautionary measures:

- Ship crew or passengers who feel unwell, experience respiratory symptoms (e.g. cough, shortness of breath) or feel feverish, should inform the Master of the ship immediately. The Master of the ship should then contact his ship's agent and make the necessary arrangements to seek medical attention.
- All ill persons will be restricted on board while the vessel is berthed in Lyttelton.
- Crew are only able to disembark to conduct essential vessel functions and crew must wear personal protective equipment while performing these functions.
- The restrictions above apply until 14 days has elapsed since the vessel or any person on board have travelled to or transited through any ports/countries affected by the outbreak COVID-19 (novel coronavirus).

I hereby declare that the particulars and answers to the questions given in this Declaration of Health (including the schedule) are true and correct to the best of my knowledge and belief:

Signed Master:	Date:
Countersigned Ship's Doctor (if carried):	Date:

Yours sincerely



**ANDREW VAN DER BENT**  
LPC Marine Manager