

Port Nelson
PO Box 844
Nelson 7040
New Zealand

DATE: 03 April 2020

Attn: Ship Master

Re: **Coronavirus (COVID 19) – Port Nelson requirements for berthing vessels**

Dear Sir/Madam

New Zealand is at Level 4 in our national COVID-19 Response Plan. As a Nation we are all taking steps to proactively stop the spread of the virus and protect all those who would potentially be exposed, which includes national self-isolation. However, to continue to provide an essential service Port Nelson requires the additional protocols for Ship's Masters to implement when bringing vessels into the harbour, confirmed by the signing and return of the form to Andrew.hogg@portnelson.co.nz at least 12 hours prior to arrival. Failure to submit the form will mean the vessel will not be permitted into port.

Please complete the details below:

Vessel Name:	Masters Name:
Registration/ IMO #:	Ships Agent:
ETA to Port Nelson:	Date of visit:
Arriving from:	Sailing to:

I declare there are no passengers or crew on board who have had contact with a person who has confirmed or suspected COVID 19 in the last 14 days, and

I declare there are no passengers or crew on board who have been unwell in the last 14 days.

Pre-Arrival Requirements:

- This declaration to be completed by the Master in accordance with our Covid-19 reporting requirements.
- Additionally, Vessel Master must declare if there are any sick crew members on board, or not, when calling Nelson Maritime Radio (Ch 12) one hour prior to pilot boarding.
- All handrails, door handles, lift controls for the route the pilot is to take to the bridge (preferably external) and bridge surfaces, bridge equipment and rails must be wiped clean immediately prior to the pilot boarding.
- Where possible, one hour before the pilot embarkation time, non-essential crew should remain clear of the designated route from the pilot embarkation point (either pilot ladder, accommodation ladder etc.) to the wheelhouse, especially where the route is within enclosed spaces.
- Any temperature monitoring of crew records to be readily available.

Once pilot is onboard:

- Vessel crew members assisting with pilot boarding or disembarking are, so far as possible, to remain at least two metres from pilot, except in case of an emergency.
- All crew at the embarkation point must wear a protective P2 mask.
- The crew member assigned to escort the pilot from the embarkation point to the wheelhouse must wear a protective mask.
- Where possible, the route from the embarkation point to the wheelhouse should via the open deck, as opposed to within the accommodation.
- Unless necessary for the safety of the pilot (i.e. during the embarkation process), crew or vessel, the pilot and crew should remain at least 2m apart.
- Similar precautions must be taken during disembarkation of the pilot, either ashore or to the pilot launch.
- Pilots will refrain from physical contact with the ship's crew, e.g. no 'handshake'.
- If proceeding to the bridge via the ships lift, the pilot should ride the lift alone.
- Personnel on the bridge should be kept to the minimum manning requirements as per the company Safety Management System, for safe navigation. There are to be strictly no visitors on the bridge during pilotage.
- The pilot will most likely not use the ships VHF radio and will communicate with Nelson Maritime Radio, tugs and linesmen using his own hand-held VHF radio.
- Ship's VHF radio, radar and ECDIS, and any other shipboard navigation instruments are to be sterilised prior to boarding. Additional wipes (containing isopropyl alcohol) should be available on the bridge to clean down equipment.
- Crew members are to refrain from touching any of pilot's equipment while set up on bridge.
- Sharing of pens or other equipment without cleaning is discouraged.
- Bridge Team members should distance themselves from the pilot as much as possible, and in any event keep at least 2 metres separation from the pilot, particularly during the Master Pilot Exchange and when on bridge wings.
- The bridge team and pilot should practice good personal hygiene; no coughing, sneezing, spitting or smoking and regular hand washing or sanitising.
- The bridge should be kept well ventilated with door open where possible and practicable.

Once alongside:

- No crew will be allowed shore leave, unless a New Zealand Citizen or Permanent Resident.
- The Vessel Master is to inform Nelson Maritime Radio of any crew being unwell during the stay alongside.

Failure to follow all of the above precautions may result in your vessel not being allowed entry into or exit from Port Nelson.

Declaration

I hereby declare that the particulars given in this Declaration are true and correct to the best of my knowledge and belief. I also confirm the precautionary measures listed above will be implemented.

Signed Master

Date