



MANATŪ HAUORA

Guidance Manual

for Border Worker Testing for COVID-19
(Aviation and Maritime sectors)

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1. Introduction

The New Zealand Government has responded to the global COVID-19 pandemic with a range of public health initiatives. The Government's overall public health strategy in respect of the COVID-19 pandemic is elimination. That is, to apply a range of control measures in order to stop the transmission of COVID-19 in Aotearoa New Zealand. Elimination does not mean eradicating the virus permanently from New Zealand. It means being confident we have eliminated chains of transmission in our community for at least 28 days and can effectively contain any future imported cases from overseas.

One of the main ongoing risks to Aotearoa New Zealand is the importation of the virus across the border. This means protecting the health of the border workforce is a key priority as New Zealand continues to manage the ongoing threats posed by COVID-19. Developing and implementing a reliable system of regular COVID-19 health testing for border workers is essential to reduce the chance of COVID-19 community outbreaks.

The Minister of Health has made several orders under the COVID-19 Public Health Response Act 2020 to support Aotearoa New Zealand's COVID-19 response. The orders specify legally binding requirements that must be complied with to prevent, and limit the risk of, the outbreak or spread of COVID-19.

The primary order relating to the mandatory testing of workers at our border, and the key focus of this Guidance Manual, is:

COVID-19 Public Health Response (Required Testing) Order 2020

Other orders which set requirements for the testing of crew members who present at our borders, and which are also covered in this manual, are:

COVID-19 Public Health Response (Air Border) Order (No 2) 2020

COVID-19 Public Health Response (Maritime Border) Order (No 2) 2020

1.1 Purpose

This document is written primarily for border workers and employers/Persons Conducting a Business or Undertaking (PCBUs) of border workers in the Maritime and Aviation sectors. It describes the mandatory testing environment in Aotearoa New Zealand for people covered by the above orders, how they are affected by the requirements of the orders and what their obligations are. It also provides information about the Border Workforce Testing Register and other relevant information.

This document will also be helpful to District Health Boards (DHBs) and Public Health Units responsible for planning and funding COVID-19 testing services in their districts.

A considerable amount of information has already been provided to your sectors, and this document aims to bring it together in a way that makes it easy to find and understand. As such, there may be links to publicly available information, a consolidation of information you have already received, and new information.

This Guidance Manual is a living document with updates and changes made and released as required.

Information about testing requirements for workers at Managed Isolation and Quarantine facilities is not included in this document as there is already comprehensive information available for government agencies managing these facilities.

1.2 How to use this resource

This document is divided into five core sections:

- Sections 2 and 3 focus on providing overarching information and advice to help employers and workers (respectively) understand requirements and obligations.
- Section 4 provides information for employers/PCBUs on the Border Workforce Testing Register, developed to help employers/PCBUs to meet certain record-keeping obligations.
- Sections 5 and 6 contain information on testing of air crew and of maritime crew respectively and links to sector-specific information.
- Section 7 provides wider information about the identification and management of COVID-19.

2. Mandatory testing of border workers: The Required Testing Order

COVID-19 Public Health Response (Required Testing) Order 2020 (referred to in this document as 'the Required Testing Order')

RESPONSIBILITIES

Border Workers

- If you fall into one of the affected groups, you must present yourself for COVID-19 testing every 7 or 14 days (as applicable to your role).
- If you fall into 2 or more groups and are subject to 2 or more testing periods, the period that requires the most frequent testing and medical examination applies to you.
- You must provide your employer with the information that will enable your employer to meet the duties of an employer/PCBU.

Employers/PCBUs

- You must keep records about the workers you employ or engage who are required to be tested.
- You must notify affected workers of their responsibility to have COVID-19 tests and medical exams, and their required testing frequency.
- You must make the records available to an enforcement officer, if requested.
- You must not prevent their workers from being tested during their working hours, if testing is available during those hours.

DHBs

- DHBs will provide the health testing staff and will liaise with employers/PCBUs to arrange schedules to provide border worker testing at facilities.

2.1 About the Required Testing Order

The COVID-19 Public Health Response (Required Testing) Order 2020 commenced in August 2020. The purpose of the order is to prevent, and limit the risk of, an outbreak or spread of COVID-19 in Aotearoa New Zealand. The order requires workers in specified roles at New Zealand's maritime and air borders, and at managed isolation facilities and quarantine facilities, to undergo surveillance testing for COVID-19 on an ongoing basis from 7 September 2020.

To ensure we are appropriately managing the risk of COVID-19 transmission at our borders, we need to know that the required worker testing is taking place.

An amendment to the Required Testing Order effective 25 November 2020 set new duties for workers and their employers and introduced the term 'Person Conducting a Business or Undertaking' (PCBU) from the Health and Safety at Work Act 2015 (HSWA). Most New Zealand businesses, whether large corporates, sole traders, or self-employed, are classed as PCBUs. This covers all employers of border workers, and those who are self-employed.

The Required Testing Order requires:

- Specified groups of border workers at airports, maritime ports and managed isolation and quarantine facilities to be tested for COVID-19 on a regular basis,
- Employers/PCBUs to keep certain records in relation to worker testing,
- Individual workers to provide their employers/PCBUs with certain information.

The groups of affected workers at airports and maritime ports, and their testing frequency requirements, are set out in sections 2.2 and 2.3. The duty on employers/PCBUs to keep certain records about worker testing is set out in section 2.5. The obligations of employees are set out in section 2.6.

Worker testing can take place at the worksite, a community testing centre, or other healthcare facility. Employers who would like to consider offering worksite testing facilities should contact their regional District Health Board to discuss this.

2.2 Airports – affected workers and frequency of testing

Members of the airport worker groups in Table 2 must undergo mandatory testing in accordance with the timeframes set out in the Required Testing Order.

Table 1: Required Testing Order - Mandatory testing requirements for workers at airports

Airport worker affected groups required to be tested	Frequency of testing
Persons (other than excluded airport persons) who spend more than 15 minutes in an enclosed space on board an aircraft that arrives from a location outside New Zealand. (Note that an enclosed space is a space onboard in which physical distancing of 2 metres from the aircrew or international arriving or international transiting passengers is not practicable.)	Once every 7 days
Airside government officials (other than excluded airside persons), including (but not limited to) personnel from Immigration New Zealand, New Zealand Customs Service, Aviation Security Service, or Ministry for Primary Industries	Once every 14 days
Airside district health board workers (other than excluded airport persons)	Once every 14 days
Airside retail, food, and beverage workers (other than excluded airport persons)	Once every 14 days
Airside workers (other than excluded airport persons) handling baggage trolleys used by international arriving or international transiting passengers	Once every 14 days
Airside airline workers (other than excluded airport persons) who interact with passengers	Once every 14 days
Airside airport workers (other than excluded airport persons) who interact with passengers	Once every 14 days
Airside cleaning workers (other than excluded airport persons)	Once every 14 days
All other airside workers (other than excluded airport persons)	Once every 14 days
All landside workers (other than excluded airport persons) who interact with international arriving or international transiting passengers	Once every 14 days
Air crew members (as defined in the order)	Once every 7 days

2.2.1 What is an excluded airport person?

Excluded airport persons, who are not required to be tested, are:

- Workers at an affected airport, who interact only with international departing passengers (other than international transiting passengers),
- Workers on the airside of the affected airport, who work only in areas that are inaccessible to international arriving or international transiting passengers and who do not interact with international arriving or international transiting passengers on the landside of the affected airport.

2.2.2 Application of testing requirements to aircrew members

Aircrew members are a standalone, defined worker category in the Required Testing Order and must be tested on a 7-day cycle. However, an aircrew member is not required to undergo this routine testing if it occurs at a time when they are required to be isolated or quarantined under another COVID-19 order. (Section 5 of this document sets of requirements of air crew under the Air Border Order.)

2.2.3 What is airside?

Airside is any part of the affected airport that is inaccessible to the general public but that is accessible to international arriving or international transiting passengers (for example, a civil aviation security area or a Customs-controlled area).

2.2.4 What is an affected airport?

Any airport that receives an aircraft directly from overseas into New Zealand is an affected airport under the Required Testing Order. Currently, Auckland and Christchurch International Airports are affected airports because they receive regular international flights. Wellington, Hamilton, Dunedin, Queenstown and Palmerston North airports, and any other Customs-controlled regional airport, may also receive international flights and will be an affected airport when being used for this purpose.

2.2.5 Worker testing requirements at intermittent international airports

Workers at an affected airport are not required to undergo testing and medical examination if an aircraft has not arrived at the affected airport from a location outside New Zealand for a period of at least 14 consecutive days.

This means that higher-risk workers at airports that only intermittently receive aircraft from a location outside New Zealand are not subject to ongoing testing. After 14 consecutive days without an aircraft arriving from overseas, the obligation to be tested is paused until another aircraft arrives at the airport from overseas.

2.3 Maritime ports – affected workers and frequency of testing

Members of the maritime port worker groups in Table 3 must undergo mandatory testing in accordance with the timeframes set out in the Required Testing Order.

Table 2: Required Testing Order - Mandatory testing requirements for workers at maritime ports

Maritime port worker affected groups required to be tested	Frequency of testing
Persons (other than excluded port persons) who spend more than 15 minutes in enclosed space on board an affected ship. (Note that an enclosed space is a space in which physical distancing of 2 metres from the ship’s crew is not practicable.)	Once every 7 days
Pilots (other than excluded port persons) carrying out work on or around an affected ship	Once every 7 days
Stevedores (other than excluded port persons) carrying out work on or around an affected ship	Once every 14 days
Persons (other than excluded port persons) who board, or have boarded, an affected ship	Once every 14 days
Workers who transport persons to or from an affected ship	Once every 14 days
All other port workers (other than excluded port persons) who interact with persons required to be in isolation or quarantine under a COVID-19 order	Once every 14 days

2.3.1 What is an excluded port person?

An excluded port person is a person who is in isolation or quarantine on a ship under a COVID-19 order and who must meet therefore requirements of that order. (Section 6 of this document sets of requirements of air crew under the Maritime Border Order.)

2.3.2 What is an affected port?

An affected port is a port where a ship arrives from outside New Zealand. Ports most likely to be affected by the requirements of the Required Testing Order on an ongoing basis are: Northport (Marsden Point), Ōpua (Bay of Islands), Marsden Cove, Tauranga, Auckland (Waitematā and Manukau), Port Taharoa (Waikato), Napier, Eastland Port (Gisborne), Taranaki, CentrePort (Wellington), Nelson, Marlborough, Otago, Lyttelton, Primeport (Timaru), Southport (Bluff) and Tiwai Point. Some ports will be classed as ‘affected ports’ only periodically.

2.3.3 What is an affected ship?

An affected ship is a ship with any person or persons on board who are required to be isolated or quarantined under a COVID-19 order.

2.3.4 What happens if a port receives affected ships only infrequently?

Workers at an affected port are not required to undergo testing and medical examination if a ship has not arrived at the affected port from a location outside New Zealand for a period of at least 14 consecutive days.

This means that higher-risk workers at ports that only intermittently receive a ship from a location outside New Zealand are not subject to ongoing testing. After 14 consecutive days without a ship arriving from overseas, the obligation is paused until another ship arrives at the port from overseas.

2.4 The duties of employers/PCBUs

Under the Required Testing Order, employers/PCBUs that employ or engage affected airport persons or affected port workers are required to:

- Notify each affected worker they employ or engage of the requirement to undergo testing and the testing period that applies to each affected person,
- Not prevent any affected worker from being tested during their working hours, if testing is available during those hours,
- Keep certain written records.

The records that are required to be kept about each worker are:

- The worker's full legal name and date of birth,
- The worker's telephone number,
- The testing period that applies to the worker,
- The dates on which the worker has undergone testing and medical examination. (Note the employee is not required to provide the results of their test to their employer),
- If the worker has been given a medical exemption, the testing period to which the exemption relates. (Note this does not require the collection of health information about the reason for the exemption.)

Records are required to be kept by employers/PCBUs in a form that can be readily accessed. If requested, records must be made available to an enforcement officer as soon as practicable.

Employers/PCBUs may already have systems in place to meet these requirements, however, the Ministry of Health has developed a Border Workforce Testing Register that is available to all employers/PCBUs. This automates the relevant information for both employers and employees. Further information about the Register can be found in section 4.

For more information about how to meet your obligations under the Health and Safety at Work Act 2015 (HSWA) during the COVID-19 pandemic go to the WorkSafe New Zealand website: <https://worksafe.govt.nz/>

2.5 What are the duties of workers?

All workers who are required to be tested under the Required Testing Order are required to provide their employer or PCBU that employs or engages them with the following information, or access to this information:

- The worker's full legal name and date of birth,
- The worker's telephone number,
- The testing period that applies to the worker,
- The dates on which the worker has undergone testing and medical examination,
- If the worker has been given a medical exemption.

The worker must provide this information, or access to the information, as soon as practicable. The worker must also update the information as soon as practicable after it changes. This means that the worker must ensure that their employer/PCBU is informed as soon as practicable on each occasion after they have been tested.

Workers must also inform their employer/PCBU if they have received a medical exemption from testing for any given testing period.

3. How testing of affected workers works in practice

3.1 How the mandatory 7-day and 14-day testing periods should be implemented

- Worker testing must be done at least once within 7 days or 14 days of the work occurring (as appropriate).
- In order to increase the likelihood of detection of the virus, timing of the tests, and the interval between them, is important. Therefore, working testing:
 - Should be done on each 7th or 14th day as applicable, rather than earlier in the cycle (see figure below).
 - Must not be done later than the 7th or 14th day on which it is normally due. A worker can be tested slightly earlier than the 7th or 14th day of their usual testing cycle if necessary, but not on or after the 8th or 15th day.
- Notwithstanding this advice, if a worker develops symptoms at any time, they should get tested urgently regardless of when their last test took place or their next one is due.

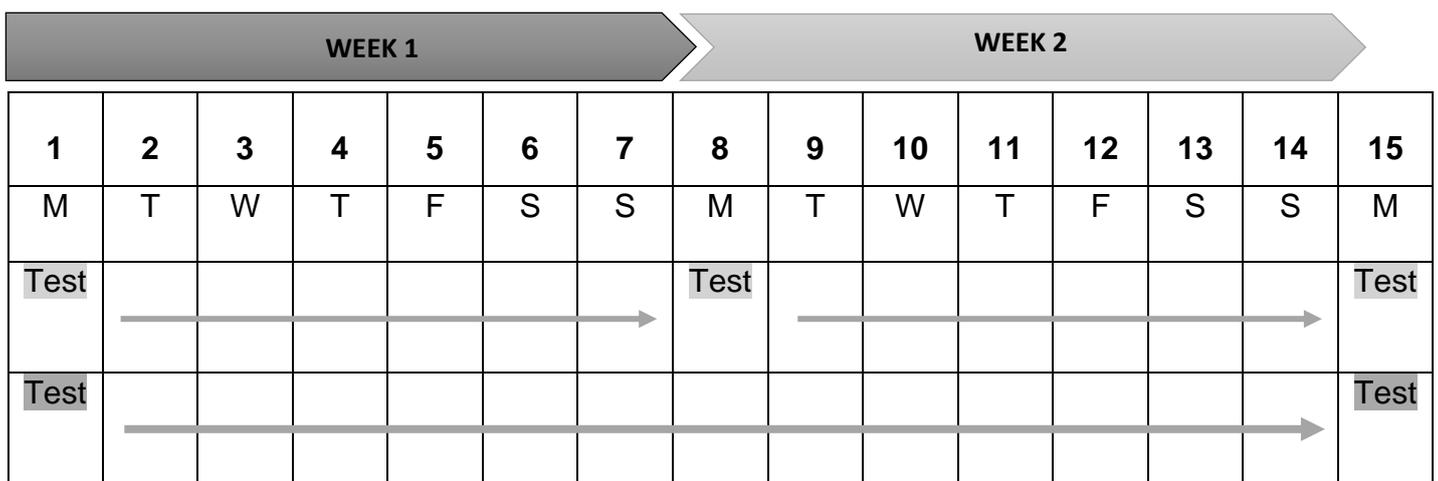


Figure 1: Example of testing for workers under mandatory 7-day or 14-day testing period

3.2 Testing of workers absent from work at the required testing time

- If workers are absent from their workplace at the required testing time (for example, they are on holiday or not rostered to work during the required testing period), they are still required to comply with their testing requirements under the Required Testing Order.
- If the worker is tested while absent from work (but during their current testing period) they must advise their employer of the date and location of their test.
- If workers are absent from their work and are not tested during the required testing period, they should be tested as soon as possible after their return to work.
- However, there may be situations where a worker is away from the workplace and is unable to access testing at an alternative location at the required time. In such cases:
 - A test *a little earlier in the cycle is acceptable* but this must be as close to the end of the 7 or 14-day cycle as possible.
 - The test *must not* be done later than the 7th or 14th day on which it is normally due.
 - In this situations the worker's testing clock would re-set, and the next test would be due on each 7th or 14th day after the latest test.

3.3 Testing for one-off or intermittent workers

- Where someone works in an affected role on a one-off basis, the requirements to be tested is also one-off. The worker must get tested within the required testing period – i.e. within 7 or 14 days (as applicable).
- A further testing round is not triggered unless and until the worker next performs work in a role that brings them in a scope of the Required Testing Order.
- Workers that only infrequently or intermittently work in affected roles are required to be tested within 7 or 14 days, depending on the applicable testing cycle, each time they undertake the work.
- Once the worker has been tested for work performed in an affected role on a one-off or intermittent basis, once they take a break from performing that work, their requirement to be tested pauses and is not triggered until they next perform work in an affected role (see **Figure 2: Example testing period for a worker who performs work on an intermittent basis** below). For example:

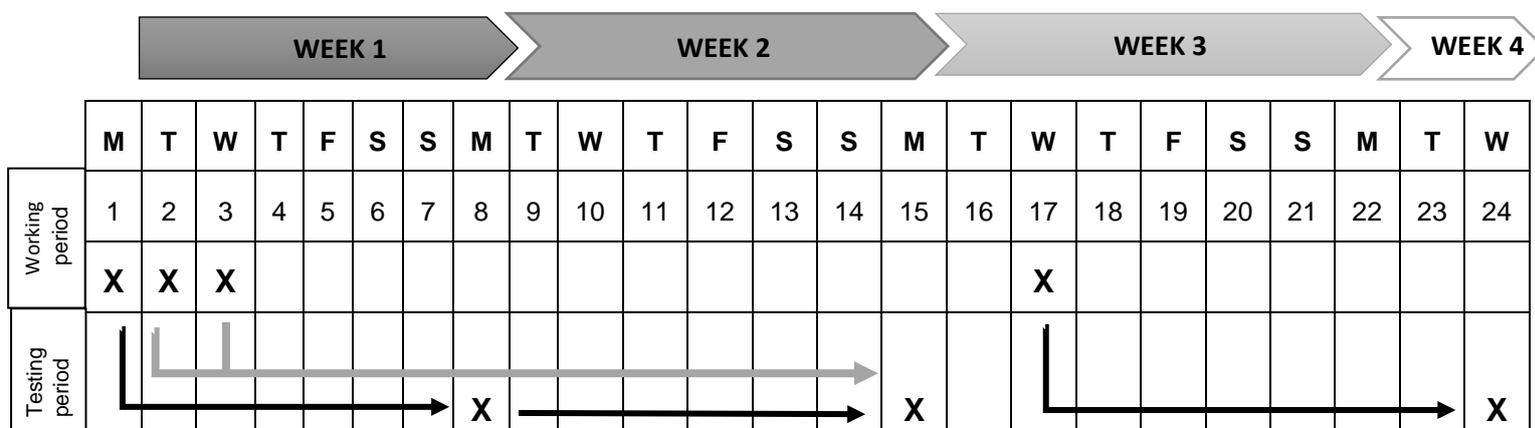


Figure 2: Example testing period for a worker who performs work on an intermittent basis

A worker works on the 1st, 2nd and 3rd days of the month. Then they do not work again until the 17th of the month. The worker is required to be tested on the 8th of the month. This meets the requirement to be tested every 7 days. As they have performed further work in the first week, although it is not a requirement of the Required Testing Order, from a public health perspective it is strongly recommended that they also be tested on the 15th (which is 7 days after their first test). Then, as they do not work again until the 17th, the next time they need to be tested is the 24th of the month (the 7th day following recommencement of work).

3.4 Where workers should be tested

- Testing can take place at the worksite, a community testing centre or at another healthcare facility, such as a GP.
- If a worker is not tested at their worksite, they must provide their employer with information about their test to allow the employer to keep the records required by the Required Testing Order.
- If a worker goes to a community testing centre, or another healthcare facility to get tested, they should ensure their test is recorded using the appropriate identifier (SURV code) unique to their employer. Some employers use a voucher system for referring workers to a GP or a community testing centre, which includes the appropriate SURV code. Workers should contact their employer for information.
- The website www.healthpoint.co.nz can help workers to find their nearest COVID-19 testing location.

3.5 Exemptions from the requirement to be tested

- A person can be exempted from the mandatory testing requirements by a suitably qualified health practitioner at the testing site based on medical grounds. A general practitioner (GP) or qualified health professional at the testing site, if available, are examples of people who could provide an exemption.

3.6 Do workers need to pay for their COVID-19 test?

- There is no charge to the worker or their employer for the test.

3.7 How workers get their test results

- If a worker returns a negative result, they will be advised of their test results by their testing service provider. This is likely to be by text message.
- If a worker returns a positive test result, they will receive a call from the local Medical Officer of Health and will need to follow the instructions given.

3.8 What happens if a worker does not get tested at the required intervals?

- It is the responsibility of an affected worker to present themselves for regular testing every 7 or 14 days (as applicable).
- If a worker does not comply with their mandatory testing requirements or the requirement to provide information, we expect their employer would follow up with them in the first instance.
- If a worker does not comply with the mandatory testing requirements, and if the worker is not exempted by a suitably qualified health practitioner based on medical grounds, the worker may be subject to enforcement action under the COVID-19 Public Health Response Act 2020.
- If the worker still fails to comply with the Order, the case can be referred to the Ministry of Health or WorkSafe. These agencies can undertake an enforcement role to ensure PCBUs and individuals meet their obligations under the Order.

3.9 How the requirements will be enforced

- Authorities are taking a graduated approach to enforcement of the Required Testing Order. In the case of non-compliance by a PCBU or a worker, the focus is on encouraging compliance through education.
- Enforcement officers are appointed to enforce compliance under the Required Testing Order. This includes Medical Officers of Health for individual enforcement, or WorkSafe inspectors, who are authorised to carry out the functions and powers of an enforcement officer in workplaces which are regulated by WorkSafe.

3.10 Payment of workers tested in their own time

- Payment of workers who are tested in their own time is a matter for individual employers, having regard to their general employment obligations, workplace health and safety obligations and contractual requirements. Employers are encouraged to support staff to be tested.

3.11 Workers waiting for test results

- Staff who are not sick can continue working while waiting for their test results.
- Staff should stay home if they are sick and contact their medical professional to arrange a test if they are displaying flu-like symptoms.

3.12 COVID-19 Leave Support Scheme – financial support

- Work and Income administers a leave subsidy scheme to help employers pay their employees who need to self-isolate due to COVID-19 and can't work from home, in certain situations. Details are available at:
<https://www.workandincome.govt.nz/covid-19/leave-support-scheme/>

4. Border Workforce Testing Register

What the register does

Border Workers

- The Border Workforce Testing Register only records that a swab has been taken and on what date. It does not record the result
- Your information will be held and managed in accordance with the Privacy Act 2020 and Health Information Privacy Code 2020.

Employers/PCBUs

- Employers can use the Border Workforce Testing Register to track and record testing for employees captured under the Required Testing Order.
- If you would like to use the Border Workforce Testing Register, please email BWTRsupport@health.govt.nz

4.1 Mandatory testing and the Register

Protecting the health of the border workforce is a key priority as New Zealand continues to manage the ongoing threats posed by COVID-19. Therefore, developing and putting into a reliable system to record COVID-19 health testing for border workers is essential to reducing the chance of COVID-19 entering our communities.

The Required Testing Order introduced mandatory routine testing of border workers for COVID-19 at managed isolation and quarantine facilities, airports and seaports. This means border workers need to be swabbed regularly for COVID-19. It is expected that most employers will support workers in this as part of their health and safety responsibilities to ensure a safe working environment.

Many organisations have implemented manual systems that include testing schedules for workers, and while these are effective, they do require significant investment of time and cost. With increased expectations on employers to be able to provide certainty that their staff are being swabbed and an expectation on employees to confirm to their employers that swabbing has occurred, the Ministry of Health wants to reduce the burden on both employers and employees.

To support this, the Ministry of Health is offering a national register called the Border Workforce Testing Register (the Register) that will automate the relevant information for all parties. The Ministry appreciates the lengths New Zealand border staff have gone to, and continue going to, to keep New Zealand safe.

4.2 How the Register works

The Register is a secure database that tracks and records a border worker's COVID-19 swabbing dates. The automated system keeps border workers and employers informed about when each border worker needs to be swabbed. The Register does not record the results of a test, nor the reason for the swab being taken, but it does record the date a swab was taken.

The Register will hold information about border workers so that employers know when each worker is due for a swab, and whether the necessary swabs are being undertaken as required. Employers are expected to enter all necessary and relevant information into the Register on behalf of border workers.

To enable the Register to match with test records of each border worker, the worker's National Health Index (NHI) number is needed. Each employer/PCBU will need to provide the following information about each border worker to enable an NHI match to occur within the Register:

- full legal name,
- date of birth,
- address (optional).

Additional information to be held in the Register includes:

- the dates the employee worked and how often they need to be swabbed (or if they are exempted from testing),
- contact mobile number and contact email address (for reminders if required),
- border worker or employee number (optional).

4.3 How employers/PCBUs get access to the Register

The Ministry of Health is engaging with maritime and aviation employers affected by the Required Testing Order about using the Register. Employers/PCBUs are encouraged to trial it to see if it can assist their organisation to meet the requirements of the Required Testing Order.

If you would like to know more, please email BWTRsupport@health.govt.nz

The Ministry of Health does not charge for this service.

4.3.1 What participating employers/PCBUs need to do

You will need to communicate with your employees and contractors to ensure they know you are using the register to help you meet your obligations under the Required Testing Order. We have developed fact sheets for you to share with your employees which outline the information that you will be sharing about them and what it will be used for. Before you upload any information in the Register you must share this sheet because it contains important information about privacy.

As an employer, you will need to know how often your employee needs to be swabbed, as described in the Order and enter this information. This will either be a 7-day or 14-day testing frequency. You will need to upload your employees' attendance so that the Register can track their testing status.

As with all employee information, you need to take responsibility for it in accordance with the Privacy Act 2020 and keep this information secure and confidential.

4.4 Protecting the privacy of worker information

Keeping your health information secure is important, and the Ministry of Health takes this very seriously. Access to the Register is limited to those with logon access rights, and all access is recorded and can be audited. Only your employer and the Ministry of Health register support team will be able to see information about you in the Register. On a 'need to know' basis, some other Ministry of Health staff will be able to see anonymised information from the Register to assist with the COVID-19 response.

Your information will be held and managed in accordance with the Privacy Act 2020 and Health Information Privacy Code 2020. In addition, all information stored in the Register will be held securely in compliance with Ministry of Health standards, which can be viewed at:

<https://www.health.govt.nz/nz-health-statistics/access-and-use/data-protection-and-privacy>

Information supplied to the Register will be securely stored for the duration of the COVID-19 pandemic response. Then it will be destroyed. If you want to know what information is held about you on the Register, you can contact the Ministry of Health at:

information@health.govt.nz.

5. Air Border Order

COVID-19 Public Health Response (Air Border) Order (No 2) 2020 (referred to in this document as the Air Border Order)

The COVID-19 Public Health Response (Air Border) Order (No 2) 2020 (Air Border Order) came into effect on 4 September 2020, and changes made to the order came into effect on 4 October 2020. The order requires all New Zealand-based air crew to use personal protective equipment (PPE) on all flights and to isolate with other crew members while on overseas layovers. All overseas-based air crew are required to go into a managed isolation facility while in New Zealand and wear appropriate PPE while in New Zealand airports and whenever travelling between the airport and their hotel. This is to ensure they avoid contact with others.

In accordance with the COVID-19 Public Health Response (Isolation and Quarantine) Order 2020, all New Zealand-based crew returning to New Zealand from high-risk routes overseas must self-isolate for at least 48 hours after they return, and until they receive a negative COVID-19 test. Currently, any route between Los Angeles or San Francisco and a New Zealand airport is designated as a high-risk route.

The Air Border Order requires other air crew arriving into New Zealand by air to undergo medical examination and testing for COVID-19, which in practice is generally a symptom check at the airport. Then they must also commence isolation or quarantine as soon as practicable after arrival.

5.1 Requirements for Air Crew who ordinarily reside in New Zealand

Due to the importance of maintaining international air routes, New Zealand-based international air crew are mostly exempt from a 14-day isolation or quarantine period if they meet certain conditions – both in flight and during layovers.

A summary of the requirements New Zealand-based air crew should meet on their international layover and when they return to New Zealand can be found at:

<https://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-aviation-sector>

5.2 Requirements for overseas-based Air Crew

Overseas-based air crew are required to stay in a managed isolation facility for the duration of their layover while in New Zealand. Overseas-based air crew can leave the managed isolation facility immediately prior to their departing flight from New Zealand.

A summary of the requirements that overseas based air crew should meet while on their layover in New Zealand can be found at:

<https://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-aviation-sector>

6. Maritime Border Order

COVID-19 Public Health Response (Maritime Border) Order (No 2) 2020 (referred to in this document as the Maritime Border Order)

The COVID-19 Public Health Response (Maritime Border) Order (No 2) 2020 (Maritime Border Order) came into effect on 6 September. This order prohibits foreign ships from arriving in New Zealand territorial waters. There are some exceptions, which include fishing ships, cargo ships and those that have been granted permission if there is a humanitarian reason or a compelling need for the ship to be delivered to a New Zealand business.

The Maritime Border Order requires most crew arrivals by sea to be quarantined or isolated on board their ship for at least 14 days since the last port of call or since it last took crew, and requires every person on board the ship to meet the low-risk indicators (including returning a negative COVID-19 test) before any person may enter the New Zealand community. If a person wishes to depart from a vessel, they will require the approval of a medical officer of health or a health protection officer, and all other persons on board must also meet the low-risk indicators before the person may be authorised (by a Medical Officer of Health or a Health Protection Officer) to disembark. If persons arriving by sea cannot appropriately isolate or quarantine on board their ship, they may be transferred to a managed isolation facility.

The Maritime Border Order also outlines the rules for safe crew changes and introduces infringement offences under the COVID-19 Public Health Response Act 2020.

6.1 Requirements for testing Maritime Crew

The Ministry of Health has published broad guidance material on the requirements and processes for testing crew members on ships arriving from ports outside New Zealand to enable them to disembark temporarily (including for shore leave), or permanently into New Zealand, after completing isolation and quarantine requirements. Guidance material has also been published on the requirements and processes for testing asymptomatic off-signing and on-signing crew members on ships arriving at New Zealand ports, where they are either:

- An off-signing crew member leaving the ship and proceeding directly to an airport in order to fly out of New Zealand on the same day; or

- An off-signing crew member leaving the ship and proceeding to a managed isolation facility where they will stay until proceeding to the airport to board their flight out of New Zealand; or
- An on-signing crew member proceeding directly from the airport to join a ship; or
- An on-signing crew member proceeding from the airport to a managed isolation facility where they will stay until they can join a ship.

The guidance is designed to assist District Health Boards (DHBs), Public Health Units, port companies, ships' agents, ship operators, crew and other relevant agencies/agents to facilitate testing of disembarking crew and off-signing and on-signing crew in a manner that meets public health requirements for mitigating the risk of COVID-19 via the maritime border, while minimising as far as practicable the disruption to shipping and supply chain services.

The Guidance can be found at:

<https://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>

7. General COVID-19 Guidance

General expectations

Border workers	Employer	DHBs
<ul style="list-style-type: none">• Stay home if you are unwell• Practice good health, hygiene and safety• Wear PPE when applicable• Use NZ COVID Tracer App	<ul style="list-style-type: none">• Display NZ COVID Tracer QR codes• Follow public health, cleaning and disinfection guidance	<ul style="list-style-type: none">• Provide supporting advice and guidance to employers and workers, as required

The following sections describe some of the general COVID-19 related guidance that you may find useful. Many organisations have their own requirements in place already and the below information complements this and any sector-specific advice.

7.1 Public Health Guidelines

Businesses and services adopting good public health practices will support our defence against the virus re-emerging. Employers have an important role to play in supporting their staff to follow public health guidelines:

- Advise people with possible COVID-19 symptoms that they should not enter the workplace or other premises.
- Enable good health, hygiene and safety practices.
- Display the official QR codes to enable people to keep track of their movements with the NZ COVID Tracer app.
- Enable good health, hygiene and safety practices.

Staying home if unwell, practising good hand hygiene and adhering to physical distancing requirements where possible and practical are equally important measures. More information can be found at:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/protecting-yourself-and-others-covid-19>

While the risk of COVID-19 establishing a foothold in New Zealand is currently low, businesses and services that are open need to respond appropriately if COVID-19 cases emerge. If a COVID-19 case is linked to a business or service, the business is expected to fully and rapidly comply with requests for information or actions to assist contact tracing and management (for example cleaning, temporarily closing, or other measures).

The Ministry of Health website contains guidelines for businesses and services with further detail on recommended measures that businesses and services can take to enable them to operate safely. Further information can be found at:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/guidelines-businesses-and-services>

7.2 COVID-19 Symptoms

The symptoms of COVID-19 are similar to common illnesses such as cold or influenza. You or an employee may have one or more of the following:

- a new or worsening cough,
- fever (at least 38 degrees C),
- shortness of breath - this is a sign of possible pneumonia and requires immediate medical attention,
- a sore throat,
- sneezing and runny nose,
- temporary loss of smell.

Some people may have less typical symptoms such as only: fever, diarrhoea, headache, myalgia (muscle pain), nausea/vomiting, or confusion/irritability.

Symptoms can take up to 14 days to show up after a person has been infected. The virus can be passed onto others before they know they have it – from up to two days before symptoms develop.

If you or an employee have these symptoms call Healthline (toll free) on 0800 358 5453 or your doctor immediately.

More information can be found at:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-health-advice-public/about-covid-19>

People should stay home if they are unwell, practise good hand hygiene and ensure physical distancing where possible and practicable.

7.3 Personal Protective Equipment

It is essential all staff working at the border follow the advice on personal protective equipment (PPE) and measures to keep themselves safe. This applies to all staff working at sea and airports.

This information can be found at:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-personal-protective-equipment-workers>

7.4 Cleaning and disinfecting

Cleaning is an important measure that reduces the risk of exposure to many infections, including the virus that causes COVID-19. A key action to protect against the risk of exposure to COVID-19 is appropriate cleaning and disinfecting of environmental surfaces.

Information about cleaning and disinfection advice can be found at:

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/covid-19-general-cleaning-and-disinfection-advice>

8. Key sources of information

Topic	Information Source
COVID-19 general information	Ministry of Health website https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus
	Unite Against COVID-19 website: https://covid19.govt.nz/
Required Testing Order	COVID-19testing@health.govt.nz
Air Border Order	COVID-19BorderOps@health.govt.nz
Maritime Border Order	COVID-19BorderOps@health.govt.nz
Border Workforce Testing Register – employer/PCBU enquiries re access	BWTRsupport@health.govt.nz
Border Workforce Testing Register – worker enquiries re access to their information	information@health.govt.nz
New Zealand Customs Service	https://www.customs.govt.nz/covid-19/
Maritime New Zealand – general information, and information for specific roles such as seafarers, stevedores, and maritime pilots	https://www.maritimenz.govt.nz/covid/default.aspx
Ministry of Transport - general information on the maritime and aviation sectors	https://www.transport.govt.nz/about-us/covid-19/
WorkSafe New Zealand	https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/

Appendix 1: Required Testing Order - History

The COVID-19 Public Health Response (Required Testing) Order 2020 is available at: <http://www.legislation.govt.nz/regulation/public/2020/0230/latest/whole.html#LMS400353>

This appendix provides a brief overview of the history of the development of the Required Testing Order for additional context.

Overview of main changes:

The initial Order

The initial Required Testing Order (August 2020) required one-off testing of higher-risk workers at Auckland International Airport, certain higher-risk workers at the Ports of Auckland and Port of Tauranga, and workers at managed isolation and quarantine facilities (MIQFs).

The first Amendment Order

The COVID-19 Public Health Response (Required Testing) Amendment Order 2020 came into force on 6 September 2020 and amended the Required Testing Order to require regular routine testing of certain higher-risk border workers at Auckland International Airport, Ports of Auckland and Port of Tauranga.

The No 2 Amendment Order

The COVID-19 Public Health Response (Required Testing) Amendment Order (No 2) 2020 came into force on 16 September 2020.

This extended the testing and medical examination requirements to specified groups of affected persons at all airports and ports unless exempted. In relation to an airport, the exemption applies if an aircraft has not arrived at the airport from a location outside New Zealand for a period of at least 14 consecutive days. In relation to a port, the exemption applies if a ship has not arrived at the port from a location outside New Zealand for a period of at least 14 consecutive days.

The No 3 Amendment Order

The COVID-19 Public Health Response (Required Testing) Amendment Order (No 3) 2020 came into force on 25 November 2020. The changes:

- imposed new duties on PCBU's to keep records and facilitate compliance,
- imposed requirements for workers to give certain information to their PCBU,
- made changes to some of the groups required to be tested and frequency of testing for some affected workers.

Appendix 2: Managing duties for border and MIQF businesses and services – what you need to know

(This information is provided by WorkSafe New Zealand)

If you're a business or service operating at the border – ports and airports – or involved in the operation of managed isolation and quarantine facilities (MIQFs), exposure to COVID-19 is a new critical risk you need to manage.

As part of managing this risk you need to continue to meet your obligations under the Health and Safety at Work Act 2015 (HSWA). You also need to meet public health requirements under the COVID-19 Public Health Response Act 2020 and its relevant Orders, including the COVID-19 Public Health Response (Required Testing) Order 2020.

The difference between HSWA obligations and COVID-19 public health requirements

Meeting your HSWA obligations means putting measures in place to prevent your workers from being infected with COVID-19, so far as is reasonably practicable. If one of your workers does become infected, then meeting your COVID-19 public health requirements reduces the risk that the virus spreads out into the community.

Meeting your HSWA obligations during the COVID-19 pandemic

It's likely you haven't had to manage the risk your workers could be infected with a pandemic disease before, and your understanding of how to manage the risk is developing. But you'll be familiar with meeting your HSWA obligations for other risks. In the context of this new risk, meeting your HSWA obligations means doing the same kinds of activities with an additional focus.

Here are some examples of what you need to do:

- Follow public health guidance on minimising the risk of COVID-19 exposure and transmission for your workers and others affected by the work,
- Consult with your workers, and their representatives, about managing the risk of COVID-19 infection and take their feedback on board,
- Make sure workers understand and follow the work health and safety procedures at the port, airport, or MIQF they're working at,
- Carry out regular risk assessments, engaging with your workers to make sure all the risks of COVID-19 exposure are identified, assessed, and appropriate control measures are implemented,

- Consult, cooperate and coordinate activities with the other businesses and services you share overlapping duties with, so far as is reasonably practicable, and
- Engage with workers on any work health and safety concerns that arise.

For more information about how to meet your HSWA obligations during the COVID-19 pandemic go to the WorkSafe New Zealand website: <https://worksafe.govt.nz/>

Meeting public health requirements for your workers to be regularly tested for COVID-19

Public health requirements are set out in the COVID-19 Public Health Response Orders. Businesses and services involved in the operation of MIQFs or operating at the border need to meet all applicable requirements in the Orders. This includes meeting requirements in the Required Testing Order, which sets out how often workers must undergo testing and a medical exam for COVID-19.

Under the Required Testing Order your workers are responsible for getting a test and medical exam according to the testing period for their group. You must not prevent workers from getting their regular test and medical exam during working hours, if testing is available during that time. You may also want to make it as easy as possible for workers to comply.

To support your workers to get tested regularly, think about:

- How your rosters or work schedules could be adjusted to ensure workers are able to get a test while at work,
- Whether it's possible for workers to be tested at a community site if that's their preference – for example, prior to starting work that day,
- Whether workers will need a buddy to accompany them if their English is limited, and how that could be arranged,
- How to manage fatigue if the worker is on night shift and testing is only available during the day,
- How you can support a worker who's reluctant to be tested, and
- How you'll manage a situation where a worker is reluctant to share testing information with you.

Ask workers and their representatives if there's anything in your control that could prevent them accessing testing, and what you can do to support testing.

The Order also requires you to inform workers of their responsibility to have COVID-19 tests and medical exams, and the testing period that applies. If a worker belongs to two or more of the groups set out in the Order, and is subject to two or more testing periods, the more frequent period will apply to them.

When you're thinking about the best way to inform workers, consider their:

- Age and experience,
- First language,
- Ability to read and write, and
- Culture and context.

Ask workers and their representatives what information they would like to have about COVID-19 tests and medical exams, and how it should be provided. For example, you could give workers written information and then organise for someone to meet with workers to talk through the information and answer any questions. Think about how you can check workers understand the information you provide.

Appendix 3: Glossary

Affected airport	An airport where an aircraft arrives from a location outside New Zealand
Affected person	A worker who carries out work in any capacity (whether paid or unpaid) at the affected airport or port
Affected port	A port where a ship arrives from a location outside New Zealand
Affected ship	A ship with any person or persons on board who are required to be isolated or quarantined under a COVID-19 order
COVID-19	Illness caused by a novel coronavirus now called severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
DHB	District Health Board
GP	General practitioner (Doctor)
HSWA	Health and Safety at Work Act 2015
Managed Isolation and Quarantine Facility (MIQF)	This term is used as a combined reference where requirements apply to all managed isolation facilities and quarantine facilities.
PPE	Personal Protective Equipment
PCBU	<p>Person Conducting a Business or Undertaking. It is a broad concept used throughout the Health and Safety at Work 2015 (HSWA) to describe all types of modern working arrangements which we commonly refer to as businesses. Most New Zealand businesses, whether large corporates, sole traders, or self-employed, are classed as PCBUs.</p> <p>A PCBU is essentially the employer of workers at a airports and ports, including third party employers of contractors, self-employed contractors or sole traders working at airports and ports.</p>
Physical Distancing	The act of putting physical distance between individuals outside of a ‘family bubble’ to reduce close contact and prevent the spread of infection.

