



MEMO

DATE 24 December 2020

TO Nita Sullivan, Private Secretary – Minister for COVID-19 Response

PREPARED BY Deb Pathak, Manager – Prioritisation and Group Manager

APPROVED BY Andy Milne, Associate Deputy Chief Executive – MIQ

SUBJECT Update on planning for tranche 2 of the Russian and Ukrainian Mariners

Purpose

1. To provide you with an update on the planning for the second tranche of Russian and Ukrainian mariners.

Planning

The full Operational Plan will be signed off next week

2. The cross-agency working group has developed a comprehensive Operational Plan, which provides key information ahead of the group's arrival and addresses the recommendations outlined in the Lessons Learned Review.
3. The full Operational Plan provides comprehensive planning information for tranche 2 of the mariners, and includes the Public Health and Operational Risk Assessments, clear guidance on roles and responsibilities, and the Communications Plan.
4. The Operations Plan is due to be approved by the Associate Deputy Chief Executive (MIQ) and the Group Manager, MIQ Operations on Tuesday 29 December.
5. A copy of this Operational Plan can be forwarded to the Office once signed off.

Key details

Final confirmed numbers

6. The second tranche of mariners are scheduled to arrive in Christchurch on 6 January 2021. The fishing companies have confirmed that there will be 197 people in the tranche.



Flight to New Zealand

7. The mariners will fly to New Zealand from Moscow, via Singapore, directly into CHCH. They will be on a charter flight operated by Singapore Airlines.
8. The stopover in Singapore is to enable refuelling and a crew change. The mariners will stay on board during this time (approximately 1.5 hours).

Managed Isolation Facilities

9. All mariners will be placed into their own individual rooms. They will be placed across two Managed Isolation Facilities (MIF); the Commodore Hotel and the Sudima Christchurch. The Commodore will house the majority of the mariners exclusively (137), with the remaining overflow going into the Sudima (60).

Testing regime

10. They will be required to undergo a Day 0 COVID-19 test. They will undergo the standard Days 3 and 12 tests. Other than the Day 0 test, no further testing is expected unless required at the time.
11. Under the fishing company guidelines, they will be required to stay in their rooms until the Day 0 test result comes back.

Smoking areas

12. All declared smokers will be placed at the Commodore with balcony rooms where they can smoke, minimising the risk of interaction during their smoking times. All non-smokers (as declared) will be placed in the Sudima. There will be a tightly controlled smoking area at the Sudima in case there are any non-declared smokers.
13. The Commodore Hotel doesn't have any communal areas as smokers can smoke on their balconies. This is the same for all returnees; no changes have been made for the mariners.

Pre-departure health requirements are currently being completed

14. All of the tranche 2 mariners have commenced their 14 days self-isolation in Russia. The majority of them are currently in the same city. The fishing companies are conducting regular phone check-ins with the mariners.
15. They will have their tests within 96 hours of departure. No person with a positive test result or displaying symptoms will be able to board the charter flight to New Zealand.
16. Translated pre-arrival written information will be sent out today (24 December). This includes the pre-arrival Ministry of Health guidelines, information about what to expect in MIQ and what is expected of them. These will be included on the flight for in-flight reading.



-
17. Before boarding the plane, they will be temperature checked. Those displaying high temperatures will not be permitted to board. They will be physically distanced on the flight. The seating plan will be provided to us to enable contact tracing, if required. They will be required to wear masks and practice good hand hygiene while on the flight, as per Singapore Airlines guidelines (the operator of the charter).
 18. When they arrive in Christchurch, they will undergo the standard airport arrival health check. Anyone displaying symptoms will be automatically transferred to quarantine.

Post-isolation monitoring

19. In order to be released from MIQ, the mariners will be required to meet the low risk indicators in the same manner as all other returnees.
20. The fishing company and the mariners are both keen to start work, so on release from managed isolation they will be heading straight to their ships.
21. 135 of the mariners will go to Lyttleton. The remaining will be split between Lyttleton and Nelson. The fishing companies will have their own doctors monitor the mariner's post-isolation, conducting daily checks for the first 7 days post-isolation.
22. The Ministry of Health will conduct a 3 day post-isolation health check, in accordance with their standard operating procedures.
23. MIQ will continue to work with MoH and the CDHB to determine if any further post-isolation monitoring is required, as was required the first tranche. We will report back once this has been confirmed.

Tracking against recommendations

24. Of the total 27 recommendations from the Lessons Learned Review, 20 relate to tranche 2 mariners.
25. At present, from the 20 (mariner-specific), 1 has been closed, 6 have been completed and due to be closed pending final paperwork. 13 of the recommendations are a part of the Operational Plan and will be closed once the Plan is approved next week. One recommendation requires an MIQ Operations Framework update, which will happen in early 2021.
26. Below is a detailed overview of the progress against these recommendations.



#	Recommendation	Status / comment	Evidence
1	Complete a formal public health risk assessment.	Complete – pending MoH SLT approval	Public Health Risk Statement reviewed. Requires SLT approval.
2	RIQCC liaison between MIQ Ops and RIQCC.	Completed – pending approval of Operations plan.	Operations Plan drafted - included. MIQ Operations Planner to be in Christchurch RIQCC during stay.
3	Develop an accountability framework e.g. RACI	Completed – pending approval of Operations plan.	RACI documented and socialised.
4	Confirm role and responsibility of lead agency with Fishing Company	Completed – pending approval of Operations plan.	Included in RACI.
5	Undertake detailed operational risk assessment	Closed	Operational risk assessment finalised – feedback incorporated from CDHB and CRIQQ.
6	Document an Operations Plan incl.: <ul style="list-style-type: none">- Workforce- Security- Logistics- Other Operational matters	Underway	Operations Plan drafted – includes Workforce, Security and Logistics amongst other operational matters. Initial review completed with feedback provided.
7	Operations Plan to include all improvements identified in the report	Underway	Operations Plan drafted – includes all improvement areas. Initial review completed with feedback provided.
8	Resources required by MIQ identified and secured	Underway	Operations Plan drafted – includes resourcing required. Resourcing needs have been identified however CDHB have raised concerns regarding securing sufficient workforce capacity and retaining staff. They are working through this.
9	Key milestones and dependencies to be documented	Underway	Operations Plan drafted – includes key milestones and contingency planning.



10	Develop clear scenario-based contingency plans	Underway	Operations Plan drafted – includes contingency planning. Session undertaken with stakeholders.
11	Ensure sufficient time is allowed for implementation of plans Establish processes to review and approve any variation of the plan	Underway	Timeframes are restrictive however Operations Plan scheduled to be released 10 days before arrival allowing sufficient time – 27/12/2020. The release of the Operations Plan is a key control and must be communicated as early as possible.
12	Consider assurance needs over key risks and document an assurance plan	Underway	Assurance Plan drafted – aligned with key risks and split between planning and arrival. To be included in Operations plan.
13	Communicate public health recommendations	Complete – pending communication evidence.	MoH public health recommendations sent by Fishing company to marine workers.
14	Identify and set obligations between marine workers and fishing companies	Underway	Pre-arrival obligations letter including health requirements and code of compliance sent by fishing company to marine workers - 18/12/2020. Code of compliance letter including consent to release medical information to be signed upon arrival at the MIQF.
15	Identify what information can and should be provided before arrival	Underway	MIQ pre-arrival letter collated and being translated before communication.
16	Identify all requirements, actions or processes that will, or are likely to be required, for managed isolation.	Completed – pending approval of Operations plan.	Operations Plan – includes all requirements, actions or processes that are required beyond the standard operating procedures and operational framework. Initial review completed.
17	Identify and document specific changes required to the MIQ Operational Framework and SOPs	Underway	Operations Plan identifies changes that may be needed to be considered for the Ops Framework and SOPs. Note: MIQ Ops Policy not resourced.



18	Ensure all staff are well-briefed and trained	Underway	<p>Operations Plan and any changes to site specific plans to be communicated for staff to be briefed.</p> <p>Briefing and training of staff can then occur. This is a key control and will be tested on 05/01/2021.</p>
19	Clarify and confirm communication requirements, channels and protocols including escalation processes	Underway	<p>Draft Communications Plan being updated with feedback and then finalised.</p> <p>Standard escalation processes followed – MIQF > RIQCC > MIQ Operations.</p>
20	Establish communication processes to inform Marine Workers and staff	Underway	<p>Operations Plan to include information sharing protocols.</p> <p>Consent to release medical information to be signed by marine workers upon arrival at the MIQF.</p>
27	Enhance the guidance in the Operational Framework on continuous quality improvement.	Due to start in early 2021	<p>Work will begin on what changes need to be made for ensuring guidance is appropriate for all large groups and their unique issues that arise. While the appropriate planning has occurred for Tranche 2, more consideration is required to understand whether dedicated guidance in the Operations Framework is needed for groups, or whether the full Operational Plans will be sufficient, given how different each group can be.</p>