

23<sup>rd</sup> March 2020

Eastland Port  
PO Box 1048  
Gisborne 4040

1 Kaiti Beach Road  
PO Box 1048  
Gisborne 4040  
New Zealand  
Tel 06 868 5129  
**eastland.nz**

**ATTENTION:** Shipping Agents and Masters of Vessels

Dear Sir/Madam,

**Attn: Eastland Port Advise for COVID-19 for Eastland Port Staff, PCBUs and vessels calling at Eastland Port**

CC: Management of Eastland Port, Ministry of Health and Border Protection Agencies.

As COVID-19 continues to develop around the world and now in New Zealand, Eastland Port with advice from the New Zealand Ministry of Health is putting measures in place to protect our workforce and our community. This means from 00:01 on 24 March 2020 the following will apply

**Mandatory (non-negotiable)**

1. All vessels arriving must complete one of the pre arrival health forms  
**Form 1:** “No Changes to Health Status Form” – any ship coming directly from an international port.  
**Form 2:** “Eastland Port pre-arrival public health declaration” – any ship coming from a New Zealand port.  
  
Both forms can be found on the Eastland Port website - <http://www.eastland.nz/eastland-port/operations/port-pre-arrival-information-to-vessels/>  
  
All previous versions of the declaration forms dated prior to the Wed 23<sup>rd</sup> March 2020 should be destroyed.
2. All crew arriving to Eastland port must complete 14 days of isolation from last international port or since last crew change. This can be during transit or alongside.
3. Any member of the ship’s crew that has not completed the 14 days isolation and is interacting with Eastland Port Staff or PCBUs is required to wear a face mask and maintain social distancing of at least 2 metres. Eastland Port staff and PCBUs must also wear approved PPE at all times when dealing with self-isolator.
4. Shore leave will not be granted to ship’s crew however crew will be allowed to perform wharf side duties.
5. Approved PPE consists of
  - a. Face mask (surgical mask)
  - b. Eye protection
  - c. Gloves or have used hand sanitiser.

**Suggestions**

6. Unless it hinders the ability to do your job, Eastland Port suggest to all staff and PCBUs to use approved PPE and maintain a 2m gap when interacting with ship’s crew.
7. If working in a confined space, ensure the area is sanitised with appropriate wipes or disinfectant spray.

The actions we are taking will help protect Eastland Port staff PCBUs and our community and enable us to stay open and keep serving business's. We are doing this as we are conscious of our role as a lifeline for the people of Tairawhiti.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Gaddum', written in a cursive style.

Andrew Gaddum

**Chief Operating Officer  
Eastland Group Limited**

