



***COVID 19 Procedures and Instructions  
The Plan – Part 1, March 25, 2020***



***Chaffers Marina***  
***COVID 19 Plan***  
**Revised March 25, 2020**

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Boat: Grey Teal, Location: D08



## ***Introduction***

The purpose of this Procedures and Instructions Plan ('The Plan') is to provide guidance on the:

- functions which are essential to CML and maintaining the live aboard health and safety
- resources required to ensure these essential functions can be continued or resumed
- process to activate a response
- roles and responsibilities required for response

The Plan will be supported by the Chaffers Marina Health and Safety plans and systems as well as national guidelines, Disaster Recovery Plans and emergency response plans developed by the NZ Government and subsidiary departments and organisations.

The Marina emergency response will focus on the safety of residents and staff and securing the physical environment.

The Plan will focus on ensuring that CML can continue its essential functions (albeit in a limited capacity) in the event facilities, key staff and/or systems and resources are unavailable.

The emergency that has triggered this plan is the COVID 19 Pandemic.

## ***Planning***

Planning for response to risks that COVID 19 presents to Live Aboards and Staff uses an 'all-hazards' approach using the four 'Rs' of emergency management planning:

<b>The Four 'Rs' Of Planning</b>	
<b>Reduction</b>	Recognition of hazards and risks and mitigation to avoid or minimise the impact prior to the event.
<b>Readiness</b>	Planning, establishing response systems, training, maintaining readiness to respond.
<b>Response</b>	Mobilising and activating the plan.
<b>Recovery</b>	Actions to recover from the incident, including moving back to business/service as usual and reviewing and updating the business continuity plan, based on what has been learnt from the incident.

## ***Activation***

A disruptive event is an event, regardless of the cause, that disrupts (or has the potential to disrupt) the CML Office ability to carry out its essential functions/activities.

The Plan is activated when an event occurs that disrupts the ability for CML to carry out its essential functions/activities which are identified in this plan, this includes disruption to:

- staff (knowledge, skills etc.)
- the physical workplace required (building, facilities, etc.)
- the essential resources required (IT, telecommunications, equipment, etc.)
- any key third party dependencies (suppliers, stakeholders, etc.)

The Plan was activated by the General Manager on Wednesday 25 March at 4.30pm. Chaffers Marina will move to the Response phase of the plan.



## Access

At 11.59pm on Wednesday 25 March 2020, only those Chaffers Marina Residents, approved by the CML GM will have access to the Marina and Marina Facilities.

All other access cards will be disabled during the term of the Level 4 Alert.

Under no conditions are visitors, guests, non-resident family members, contractors or associates authorised to access any CML facilities including piers, walkways or onshore facilities.

Security of the CML facilities will be monitored by CML Staff with Police backup if required.

## Other Information

### Outdoor Activities

The NZ Mountain Safety Council, Department of Conservation, Fish and Game NZ, New Zealand Search and Rescue and Coastguard NZ have all urged outdoor enthusiasts to do such things as staying off the water during the lockdown period. This is to stop people from putting themselves or the organisation's volunteers in harm's way.

The NZ Police are asking for clarification from Government due to mixed messages that have been published online.

### **Coastguard NZ Press Release (24/03/2020):**

## ***Urgent message from Coastguard: Uniting against COVID-19***

*Yesterday, we heard from the Prime Minister that to combat this virus we need to self-isolate and take individual responsibility.*

*Last year Coastguard responded to more than 3,700 calls for help, proving that regardless of your planning and preparation as a boatie, you can't always rely on your own steam to get home.*

*As individuals we need to recognise that our actions can have an effect on others.*

*We have had a lot of calls and messages from the public asking if they're able to go out on the water during the lockdown period; our answer is no. Should you get into difficulty, you will quickly want help from Coastguard volunteers and staff, requiring them to leave self-isolation and come together to help you.*

*At this time when we all need to Unite to beat Covid-19, we ask that you stay off the water and out of harm's way. Please don't put yourself or others at risk.*

Stay safe, keep well.

Andrew Welsh  
General Manager  
CHAFFERS MARINA LIMITED