




Fiji Ports Corporation Limited

COVID-19 Pandemic Response Plan

	FIJI PORTS CORPORATION LIMITED
	COVID-19
DOCUMENT TITLE:	PANDEMIC RESPONSE PLAN

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Pandemic Plan Statement of Intent

This document delineates our policies and procedures for responding to and recovering from a pandemic outbreak that disables company staff and negatively impacts the firm’s ability to provide client services as usual. It includes process-level plans for addressing people issues and maintaining the firm’s ability to provide business as usual. This document summarizes our recommended procedures. In the event of an actual pandemic situation, modifications to this document may be made to ensure physical safety of our people, our systems and our data.

Our mission is to protect staff from the impact of a pandemic illness, ensure information system uptime, data integrity and availability and overall business resilience.

Policy Statement

FPCL management has approved the following policy statement:


- The company shall develop a preliminary pandemic recovery plan.
- A formal risk assessment as per company risk assessment process shall be undertaken to determine the requirements for the pandemic plan.
- The pandemic plan as far as practicable cover all essential and critical human needs and resources, technical infrastructure elements, systems and networks, in accordance with key business activities.
- Where possible the pandemic plan should be periodically tested in a simulated environment to ensure that it can be implemented in an actual situation and that management and employees understand how it is to be executed.
- All staff must be made aware of the pandemic plan and their own respective roles.
- The pandemic plan is to be kept up to date, taking into account changing circumstances.

Objectives

The principal objective of the pandemic recovery program is to develop, test and document a well-structured and easily understood plan which will help the company recover as quickly and effectively as possible from an outbreak, such as the coronavirus, which could reduce available staff needed to support the FPCL’s business operations and information systems. Additional objectives include the following:


- The need to ensure that all employees fully understand their duties in implementing such a plan
- The need to ensure that pandemic operational policies are adhered to within all planned activities
- The need to ensure that proposed contingency arrangements are cost-effective
- The need to consider implications on other company sites
- Pandemic recovery needs applicable to key customers, vendors and others

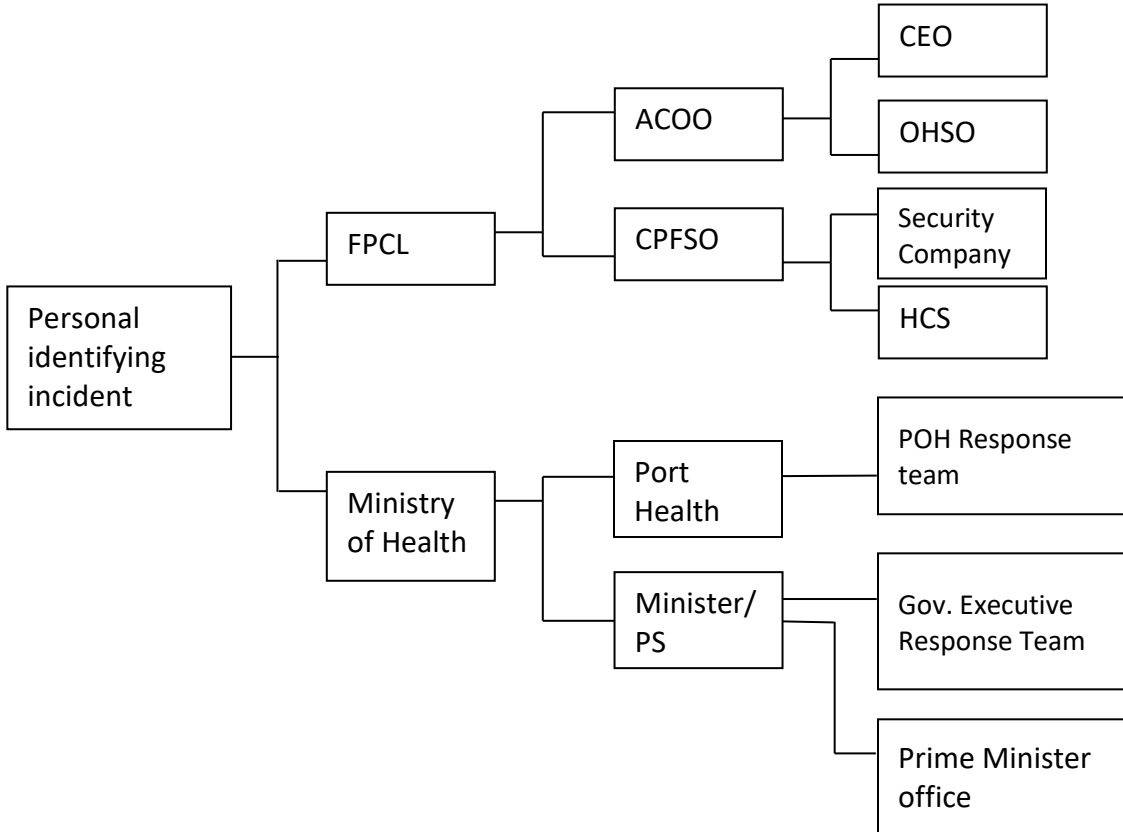
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Key Personnel Contact Info

Name, Position & Area of Contact	Contact Option	Contact Number
Mr. Vajira Piyasena	Work	(+679) 3312700 Ext 301
CEO	Alternate	(+679) 8928669
Overall in charge of Response	Mobile	(+679) 9907102
Plan	Email Address	vajira@fijiports.com.fj
Captain Laisiasa Gonewai	Work	(+679) 3312700 Ext 338
ACOO/Harbor Master	Alternate	(+679) 8928657
Overall in charge of all operational readiness	Mobile	(+679) 9907154
	Email Address	Laisiasa@fijiports.com.fj
Mr. Peni Tirikula	Work	(+679) 3312700 Ext 357
CPFSO	Alternate	(+679) 89273679
In charge of Port Security	Mobile	(+679) 9982789
	Email Address	Peni.t@fijiports.com.fj
Ms. Ashika Chand	Work	(+679) 3312700 Ext 331
MCO	Alternate	(+679) 8928680
General communication & Media Relations	Mobile	(+679) 9987326
	Email Address	ashika@fijiports.com.fj

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External Contacts

Name, Title	Contact Option	Contact Number
Mr. Vineshwaran Rama		
Ministry of Health	Work	(+679) 3306177
	Mobile	(+679) 9213414
	Home	
	Email Address	vineshwaran.rama@gmail.com
Ms. Sainimili		
EFL	Work	(+679) 3313333
Unit Leader Customer Service	Mobile	(+679)
	Home	
	Email Address	
Vodafone Fiji Limited		
	Work	(+679)
	Mobile	(+679)
	Fax	
	Home	
	Email Address	
Telecom Carrier 2		
	Work	(+679)
	Mobile	(+679)
	Home	
	Email Address	
Water Authority of Fiji		
	Work	(+679) 3346777
	Mobile	(+679) 5777
	Emergency Reporting	(+679)
	Email Address	contact@waf.com.fj
MSAF		
	Work	
	Mobile	
	Fax	
	Email Address	
Account Number	Work	
	Mobile	
	Emergency Reporting	

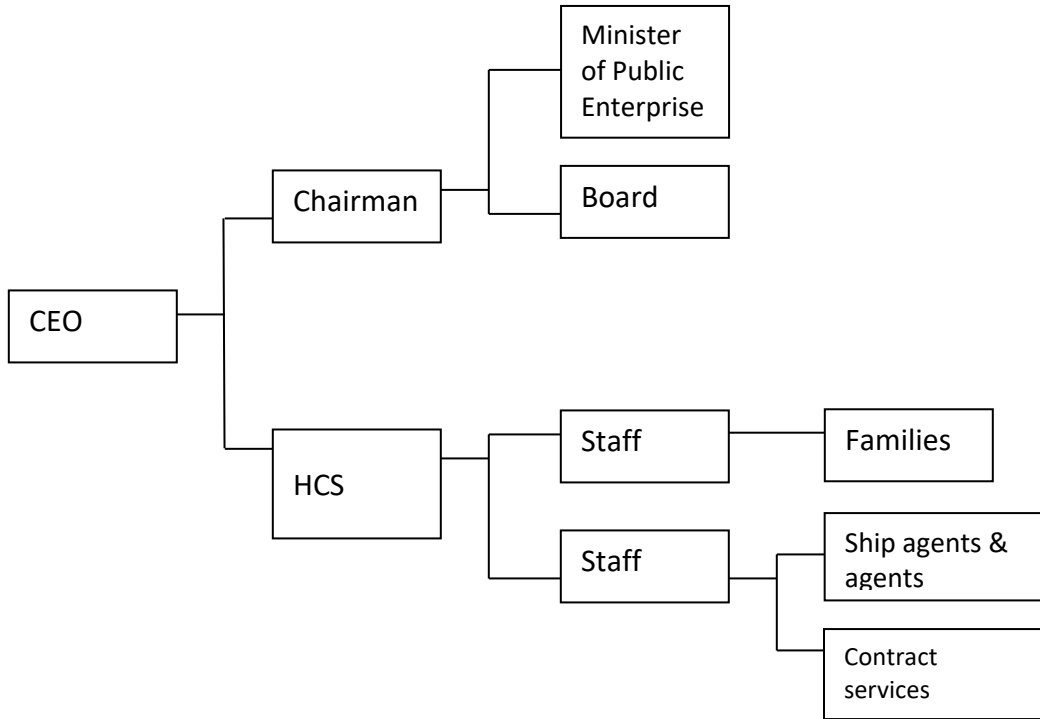
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Name, Title	Contact Option	Contact Number
	Email Address	
Office and Medical Supplies 1		
Account Number	Work	
	Mobile	
	Emergency Reporting	
	Email Address	
Insurance – Name		
Account Number	Work	
	Mobile	
	Home	
	Email Address	
Site Security		
Account Number	Work	(+679) 3312700 Ext 357
	Mobile	(+679) 89273679
	Home	(+679) 9982789
	Email Address	Peni.t@fijiports.com.fj
Off-Site Storage 1		
Account Number	Work	
	Mobile	
	Home	
	Email Address	
Off-Site Storage 2		
Account Number	Username	
	Password	
	Home	
	Email Address	
HVAC		
Account Number	Work	
	Mobile	
	Home	
	Email Address	
Power Generator		
Account Number	Work	
	Mobile	
	Home	

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External Contacts Calling Tree



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1.0 Plan Overview

1.1 Plan Updating

It is necessary for the pandemic plan updating process to be properly structured and controlled. Whenever changes are made to the plan they are to be fully tested and appropriate amendments should be made to the training materials. This will involve the use of formalized change control procedures under the control of the CEO.

1.2 Plan Documentation Storage

Copies of this plan, electronic and hard copies will be stored in secure locations to be defined by the company. Each member of senior management will be issued an electronic and hard copy of this plan to be filed at home. Each member of the Pandemic Recovery Team, Technology Recovery Team and Business Recovery Team will be issued an electronic and hard copy of this plan. A master protected copy will be stored on specific resources established for this purpose.

1.3 Backup Strategy


Key business processes and the agreed backup strategy for each are listed below. The strategy chosen is for a fully mirrored recovery site at the Vodafone Disaster Recovery Site. This strategy entails the maintenance of a fully mirrored duplicate site which will enable instantaneous switching between the live site (headquarters) and the backup site.

KEY BUSINESS PROCESS	BACKUP STRATEGY
IT Operations	Fully mirrored recovery site
Tech Support - Hardware	Fully mirrored recovery site
Tech Support - Software	Fully mirrored recovery site
Facilities Management	Fully mirrored recovery site
Email	Fully mirrored recovery site
Purchasing	Fully mirrored recovery site
Disaster Recovery	Fully mirrored recovery site
Finance	Fully mirrored recovery site
Contracts Admin	Fully mirrored recovery site
Human Resources	Offsite data storage facility
Testing Fully Mirrored Recovery site	Fully mirrored recovery site
Web site	Fully mirrored recovery site

1.4 Risk Management

Pandemics are potentially disruptive situations which can occur at any time and affect normal business processes. Fortunately, the level of awareness of pandemics is higher now. By keeping a close eye on alerts and messages from the Ministry of Health, and local emergency organizations, and local media reports, sufficient advance warnings should be possible. The focus here is on the level of business disruption which could arise from a pandemic.

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Pandemic outbreaks have been assessed as follows:

Potential Disaster	Probability Rating	Impact Rating	Brief Description of Potential Consequences & Remedial Actions
Pandemic outbreak	1	2	Loss of upwards of 40% of staff for 2-3 weeks; inability of company to function without staff in place.
	3	1	Unavailability of critical staff such as Pilot to bring vessels to wharf;
	3	2	Inability of other contractor's service providers to provide their services due to unavailability of staff such as tug boat and lines boat.

Probability: 1=Very High, 5=Very Low **Impact:** 1 = Total destruction, 5 = Minor annoyance

2.0 Emergency Response

2.1 Alert, escalation and plan invocation

2.1.1 Plan Triggering Events

Key trigger issues at headquarters that would lead to activation of the pandemic plan are:


- Escalating loss of staff due to illness;
- Inability to adequately handle business operations.

2.1.2 Activation of Pandemic Response Team

When a pandemic outbreak begins affecting company employees, the FPCL Pandemic Response Team (PRT) must be activated. The PRT will then decide the extent to which the pandemic plan must be invoked. All employees must be issued a Quick Reference card containing PRT contact details to be used in the event of a severe outbreak. Responsibilities of the PRT are to:

- Respond quickly as the impact of a pandemic is felt, contact appropriate medical and emergency services;
- Assess the extent of the pandemic and its potential impact on business operations and technology infrastructure that supports it;
- Decide which elements of the pandemic plan should be activated;
- Establish and manage a pandemic support team to preserve and protect vital business operations and facilitate the return to normal operation;
- Ensure employees and external organizations are notified, assign responsibilities and activities as required.

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2.2 Pandemic Recovery Team

The team will be contacted and assembled by the Human Capital Services department under CEO instruction. Team responsibilities are to:


- Assess the evolving situation and determine what impact might be to the business;
- Arrange to track status of employees calling in sick;
- Contact individual departments regularly to assess impact of loss of staff, if any;
- Determine what level of backup staff will be needed;
- Brief key senior management on pandemic status regularly;
- Notify appropriate emergency organizations, e.g., hospitals, clinics of situation;
- Maintain regular contact with affected staff to assess their condition;
- Contact other relevant organizations, including key customers, and brief them on the situation;
- Monitor operation of IT infrastructure and systems to ensure they operate as usual;
- Coordinate activities with other relevant teams, e.g., technology disaster recovery team, business continuity team, first responders, etc.
- Determine when affected staff may be able to return to work, or continue working from home;
- Based on staff return to work, estimate the continued duration of and need for the pandemic response plan.

2.3 Emergency Alert, Escalation and Pandemic Plan Activation

This policy and procedure have been established to ensure that in the event of a pandemic outbreak or crisis, personnel will have a clear understanding of who should be contacted. Procedures have been addressed to ensure that communications can be quickly established while activating the pandemic response and business resilience plans.

The pandemic recovery plan will rely principally on key members of management and staff who will provide the management and technical skills necessary to achieve and maintain uninterrupted business operations during the pandemic. Suppliers of critical goods and services, and other key supply chain organizations, must be regularly contacted to determine how the pandemic is affecting their ability to deliver goods and services. Alternate suppliers may need to be contacted to provide backup resources.

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2.3.1 Emergency Alert

As the pandemic begins to impact the organization, the Pandemic Response Team should be activated in the order listed:

Pandemic Response Team:	If not available, try contact the following:
Dushan Karunaratne	Anare Leweniqila
Capt. Laisiasa Gonewai	Capt. Joeli Tupua
Peni Tirikula	Neumi Radobui
Moses Fukuyama	Laisani Tagilala
Ashika Chand	Litia Sevakasiga
Jope Serea	Sawaan Kumar
Ajitesh Prasad	Hinal Kumar

The Pandemic Response Team is responsible for activating the pandemic plan when it is clear that the pandemic is affecting staff and, in turn, the company's ability to maintain business operations.

One of the tasks during the early stages of the pandemic is to notify the Executive Management and stakeholders that a pandemic is spreading and is affecting the staff and operations. The notification will request that DRT members begin to monitor technology operations to ensure there are no disruptions. The Business Recovery Team consists of senior representatives from the main business departments who are charged with ensuring that their activities can be maintained through the pandemic. Both teams will be responsible for ensuring that the company returns to normal working operations as early as possible.

2.3.2 Pandemic Procedures for Management

Members of the management team will keep a hard copy of the names and contact numbers of each employee in their departments. In addition, management team members will have a hard copy of the company's pandemic, disaster recovery and business continuity plan on file in their homes. *Employees are the primary attention and human resources will ensure employees are updated of the situation and protocols executed by FPCL.*


2.3.3 Contact with Employees

Human Resources/ HOD will serve as the primary point of contact for employees who experience symptoms, and/or who have family members with the virus. In coordination with HR, business unit managers will serve as focal points for their departments, while designated employees within departments will contact other employees to determine their health status and ability to remain at work. Their findings will be reported to both their HOD and HR management. Employees who cannot reach HR staff or other members of their team are advised to call the company's emergency phone number to relay relevant information.

2.3.4 Backup Staff

In a pandemic it is essential that all critical business functions are backed up in case assigned staff cannot perform their duties due to illness. Cross-training of employees within departments is

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highly recommended, and an inventory of all staff and their primary and backup skills should be maintained by HR and department management. If a manager or staff member designated to contact other staff members is unavailable due to illness, the designated backup staff member will perform notification duties.

2.3.5 Updates

For the latest information on the pandemic and the organization’s response, employees can contact the Assistant Manager Human Capital Services. Included in messages will be data on the status of the pandemic and updates on work resumption.

Other updates will be available on formal government directives.

2.3.6 Alternate Recovery Facilities / Hot Site

If necessary, backup facilities at Vodafone Disaster Recovery Site will be activated and notification will be given via recorded messages or through communications with Managers.

2.3.7 Personnel and Family Notification

If the pandemic escalates to the point where an employee’s immediate family may be affected, it will be necessary to notify family members quickly.

Human Capital services to be notified for family members

2.3.8 Medical Resources for Staff

Human Resource and OHS team will ensure that there are primary and alternate sources of medical supplies;

- Face filter masks;
- Disinfecting hand cleaners;
- Wipes and latex gloves;
- Protective gown.

3.0 Media


3.1 Media Contact

Assigned staff will coordinate with the media, working according to guidelines that have been previously approved and issued for dealing with post-disaster communications.

3.2 Media Team

- **Mr. Vajira Piyasena** - Chief Executive Officer
- **Ms. Ashika Chand** – Marketing and Communication Officer
- **Ms. Litia Sevanasiga** – Executive Assistant to CEO

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3.3 Rules for Dealing with Media

Only the media team is permitted direct contact with the media; anyone else contacted should refer callers or in-person media representatives to the media team.

4.0 Insurance

The current insurance scheme does not cover illness, business interruption and other aspect due to COVID -19 pandemic situation.

If insurance-related assistance is required following an emergency out of normal business hours, please contact:

MARSH Insurance
 Samuela Tunidau
 Branch Manager & Vice President
 Mob: 999 0797 or email: samu.tunidau@marsh.com

5.0 Financial and Legal Issues

5.1 Financial Assessment

The pandemic response team shall prepare an initial assessment and estimate of the impact of the pandemic on the company's financial affairs. The assessment should include:

- Loss of revenue;
- Need for emergency cash.

5.2 Financial Requirements


The immediate financial needs of the company must be addressed. These can include:

- Cash flow position;
- Availability of company credit cards to pay for supplies and services required during and after the pandemic for emergency overseas purchases (CEO approval need to be obtained).

5.3 Legal Actions

The company's Legal Department (RCA), Human Capital Services Department and Executive Management will jointly review the aftermath of the pandemic and decide whether there may be legal actions resulting from the event; in particular, the possibility of claims or lawsuits against the company.

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6.0 Pandemic Plan Exercising

Pandemic recovery plan exercises are an essential part of the plan development process. In a pandemic exercise no one passes or fails; everyone who participates learns what needs to be improved and how the improvements can be implemented. Pandemic plan exercising ensures that all teams are familiar with their assignments and, more importantly, are confident in their capabilities.

Successful pandemic plans launch into action smoothly and effectively when they are needed. This will only happen if everyone with a role to play in the plan has rehearsed the role one or more times. The plan should also be validated by simulating the circumstances within which it has to work and seeing what happens.

The contingency plan was developed as per the following:

ACTION ITEM	KEY AREAS	PRIMARY RES	SECONDARY RES
Development and ownership of Contingency Plan - Port Operations Focus	<ul style="list-style-type: none"> • Comprehensive plan to mitigate risk of spreading • Possible actions in the event of high outbreak • Mitigating business interruptions 	ACOO	RCA Enforcement Officer CPFSO OHSO FPTL
Development and ownership of Contingency Plan - Staff Focus	<ul style="list-style-type: none"> • Safety precautions/ preventative and general hygiene practices • Infections and evacuations • Medical Insurance matters • Staff travel • Staff events 	AMHCS	HCSO OHSO
Provision of Resources	<ul style="list-style-type: none"> • Procurement of relevant urgent items • Additional staff 	CFO	PC HRBA
Managing Legal and Regulatory aspects	Legal implications relating to execution of plans and compliance matters	CEO	Company Lawyers RCA
Managing Communication (both internal and external)	<ul style="list-style-type: none"> • Key Stakeholder meetings • Internal / External Circulars • Press Release • Media questions 	CEO	MCO

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7.0 COVID-19 NOTIFICATIONS.

Covid-19 also known as Coronavirus is a contagious disease. In order to reduce the spread of Covid-19 in this workplace, the following is required of everybody:

Staff are encouraged not to come to work if you have:

- chills, shivering and a fever (temperature >38°C)
- onset of muscle aches and pains
- sore throat
- dry cough
- trouble breathing
- sneezing
- stuffy or runny noses
- tiredness

If some of the above apply to you, please go home and wait until you have recovered before returning to work.

If you have recently arrived from overseas or returned from overseas, please ask to speak to the **Assistant Manager Human Capital Services.**

If you start to feel ill at work, DO NOT leave your work area and inform your Supervisors immediately.

7.1 Personal Hygiene

Personal hygiene measures minimize influenza transmission. Communicate these to employees. They include:

- Cover nose and mouth when sneezing or coughing.
- Dispose of used tissues immediately.
- Wash hands frequently.
- Keep hands away from eyes, nose and mouth.

Poster has been pasted in all lifts and offices.

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7.2 Basic Hygiene Notice

**PROTECTING YOURSELF AND OTHERS
AGAINST RESPIRATORY ILLNESS**


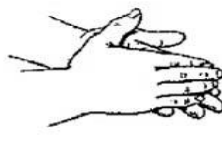


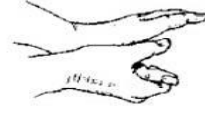

- **HANDWASHING** IS THE MOST IMPORTANT THING YOU CAN DO TO PROTECT YOURSELF.
- Cover your nose and mouth when coughing or sneezing
 - Use a tissue and dispose of this once used in the waste
 - Always wash hands after coughing and sneezing or disposing of tissues
- Keep your hands away from your mouth, nose and eyes.
- Avoid contact with individuals at risk (e.g. small children or those with underlying or chronic illnesses such as immune suppression or lung disease) until influenza-like symptoms have resolved
- Avoid contact with people who have influenza-like symptoms
- Ask people to use a tissue and cover their nose and mouth when coughing or sneezing
- and to wash their hands afterwards.

7.3 Hand Hygiene Notice - Soap and Water

Hand Hygiene with Soap and Water		
1. Remove jewelry. Wet hands with warm water 	2. Add soap to palms 	3. Rub hands together to create a lather 
4. Cover all surfaces of the hands and fingers 	5. Clean knuckles, back of hands and fingers 	6. Clean the space between the thumb and index finger 
7. Work the finger tips into the palms to clean under the nails 	8. Rinse well under warm running water 	9. Dry with a single-use towel and then use towel to turn off the tap 
Minimum wash time 10-20 seconds.		

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7.4 Hand Hygiene Notice - Hand Sanitizer

Hand Hygiene with Alcohol-based Hand Sanitizer		
1. Remove jewelry. Apply enough product to open palms.** 	2. Rub hands together palms to palms 	3. Rub in between and around fingers 
4. Cover all surfaces of the hands and fingers 	5. Rub backs of hands and fingers. Rub each thumb. 	6. Rub fingertips of each hand in opposite palm 
7. Keep rubbing until hands are dry. **The volume required to be effective varies from product to product. Enough product to keep hands moist for <u>15 seconds</u> should be applied. Do not use these products with water. Do not use paper towels to dry hands.		
Note: Wash hands with soap and water if hands are visibly dirty or contaminated with blood or other body fluids. Certain manufacturers recommend washing hands with soap and water after 5-10 applications of gel.		

7.5 Workplace Cleaning


Virus transmission can also be reduced by cleaning the environment and hard surfaces (sinks, handles, railings, objects, counters) with neutral detergents followed by a disinfectant solution. Influenza viruses can live for up to two days on hard surfaces but are inactivated by disinfectants.

- Good disinfectants are sodium hypochlorite, granular chlorine and alcohol.
- Surfaces that are frequently touched with hands should be cleaned often.
- Do not share cups, dishes and cutlery and ensure they are thoroughly washed with soap and hot water.
- Clean the workplaces of employees that have recently become ill.
- Remove all magazines/toys from waiting rooms.

7.6 Increase Social Distancing

Social distancing means minimizing human-to-human contact in peak phases of pandemic influenza. Contacts are those persons who have had close (one meter or less) physical or confined airspace contact with an infected person within four days of that person developing symptoms.

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These are likely to include family members and/or other living companions, workmates (if in confined airspace environments) and possibly recreational companions. Epidemiological evidence from a developing pandemic may change the definition of “contact”. In Fiji, contact management with respect to reportable diseases is mandated by Fiji Laws.

Employees will probably elect not to circulate in crowded places and large gatherings of people during Covid-19 pandemic. It is recommended that business consider the use of new technologies to facilitate social distancing by using communications networks, remote access and web access (among other techniques) to maintain distance.

Suggestions on how to minimize close contact include:

- Avoid face-to-face meetings.
- Minimize meeting times.
- Meet in large rooms.
- Use communications and network technologies and devices to communicate.
- Avoid unnecessary travel (especially to endemic regions).
- Cancel or postpone non-essential meetings/workshops/training sessions.
- Leave a gap between shifts.
- Ventilate the workplace between shifts.
- Avoid cafeterias and restaurants.
- Introduce staggered lunch times.

7.8 Summary: How to Stay Healthy During the Covid-19 Pandemic

7.8.1 Personal Health

- Eat, rest well and exercise in moderation.
- Wash your hands frequently with warm water and soap.
- Cover your nose and mouth when coughing or sneezing
- Minimize visitors to your home and check up on friends and family who live alone.
- Watch for regular influenza updates from Ministry of Health.
- Get the influenza vaccine when available.
- It is recommended that people at high risk of getting Covid-19 and its complications and their caregivers receive an annual influenza vaccine.

Washing hands is one of the most important ways to prevent the spread of Covid-19

7.8.2 Stay away from crowds

- Stock up on basic items and shop at smaller stores with smaller line-ups.
- Shop at off peak hours and find out which stores stay open late/24 hours.
- If possible phone ahead your grocery order for quick pick up, order groceries over the phone/on line for delivery.
- Arrange to pay bills at ATMs, on line or over the phone.
- Cancel or postpone family gatherings, outings or trips.

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If you cannot avoid crowds, minimize the amount of time you spend around people.

7.8.3 Stay healthy at work


- Work from home or arrange to work flex hours if possible.
- Wash your hands frequently with warm water and soap.
- Use waterless sanitizing gel to clean hands if soap & water are not available.
- Clean objects and hard surfaces that are handled by many people with a disinfectant.
- Use stairs instead of crowded elevators.
- Cancel non-essential meetings: use teleconferencing/video conferencing/emails/fax.

If you feel unwell stay home, rest, and drink plenty of fluids

8.0 Response Level & Process flow


FPCL action and responses will be directed from the Response Level and process flow as outline below:

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8.1 COVID-19 PANDEMIC PHASE DESCRIPTION AND ACTIONS BY PHASE

Phases	Description	Planning and Coordination	Situation Monitors and Assessment	Communications	Reducing the Spread of Disease
Phase 1	All vessel entering Fiji port are cleared for berthing (No suspected cases in Fiji - awareness at national level).	Develop, exercise and periodically revise preparedness and response plans.	Develop robust surveillance systems in collaboration with Ministries and other relevant stakeholders.	Complete and communications planning and initiate communications activities to communicate real and potential risks.	Promote beneficial behaviours in individual for self protection. Stock up on PPE's and other essential emergency items.
Phase 2	Crew/passenger have been to hot spot nations within the last 14 days before coming to Fiji (Suspected cases in Fiji - awaiting test results).				
Phase 3	Crew/passenger have transited through infected nations - infected at sea and not informed to MOH/HM - Confirmation of suspected patient.	Direct and coordinate rapid containment activities in collaboration with MOH & other Ministries to prevent spread of infection	Increase surveillance, monitoring of operations and contingency plan.	Promote and communicate recommended interventions to prevent and reduce risk to port workers.	Implement and test contingency plan - collaborate with MOH and port stakeholders.
Phase 4	Crew/passenger are suspected of being infected when berthing (identified during screening).				
Phase 5	Covid-19 has caused sustained community level outbreaks in more than two patients.	Provide leadership and coordination of port stakeholders to limit of infection to port workers and vessels (to & fro.)	Actively monitor and assess the evolving of the pandemic (Fiji and Pacific Islands), its impact and mitigation.	Continue providing updates to general public and all stakeholders on the measures to mitigate risks	<ul style="list-style-type: none"> - Implement Contingency plan at all operations (<i>skeleton operations</i>); - Limiting access to operation area.
Phase 6	In addition to Phase 5, virus has sustained community outbreak within in at least more than two towns in Fiji.				

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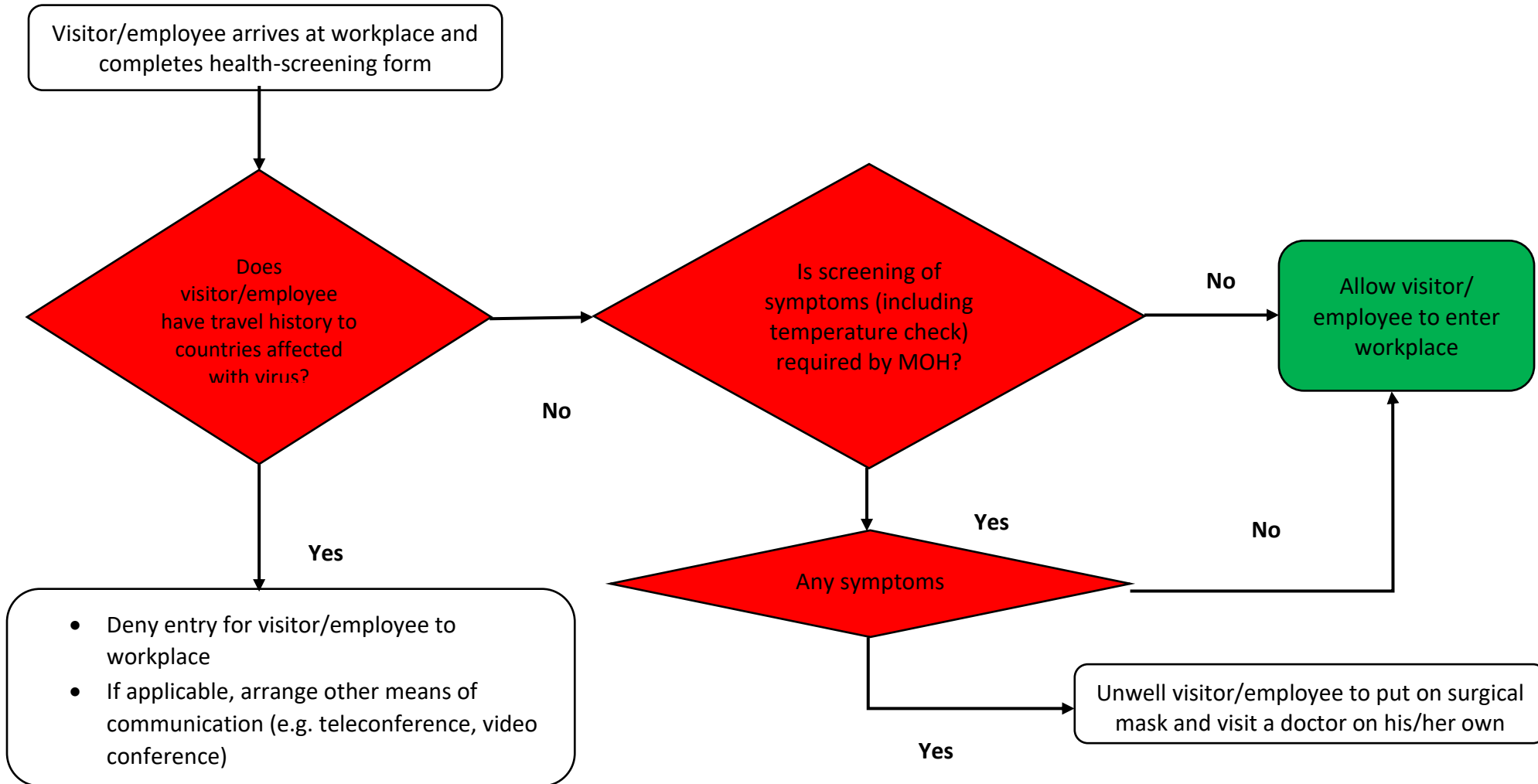
Phases	Description	Planning and Coordination	Situation Monitors and Assessment	Communications	Reducing the Spread of Disease
Post Peak period	Level of pandemic in most countries have dropped below peak levels.	Plan and coordinate for additional resource for vessel entering Fiji waters	Continue monitoring	Regular update to the public and other stakeholders on any changes to the status of operation at Port	Rest, restock resources, revise plan and rebuild operations
Post Pandemic period	Levels of outbreak activity have returned to the levels seen for seasonal in most countries with adequate surveillance.	Review lessons learned and share experiences with the other stakeholders	Evaluate effectiveness of Contingency plan and revise plan for any next pandemic	Publicly acknowledge contributions of stakeholders and communicate lessons learned.	Evaluate the responsiveness and operation effectiveness to the pandemic


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8.2 THREAT LEVEL RESPONSE PLAN

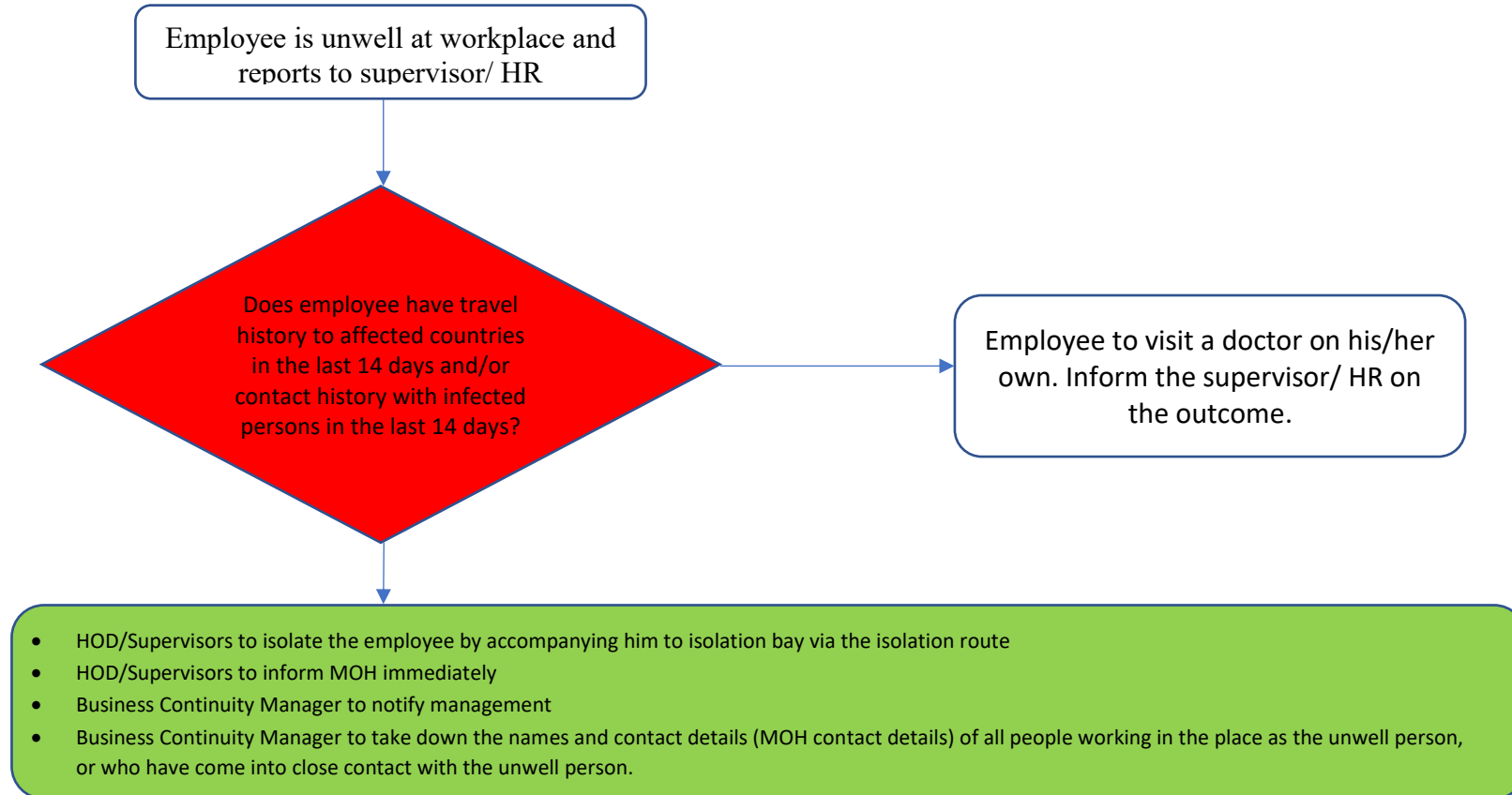
Threat Level:	Phases	Description	PPE	Responsiveness
Low	Phase 1 - 2 & Post pandemic period	<ul style="list-style-type: none"> - Screening conducted at Pilot Station; - Suspected cases are informed in advance to MOH/HM; - No suspected cases in Fiji – awareness of continue spread in the Oceanic region. 	<ul style="list-style-type: none"> - Not necessary to wear PPE. - Staff to employ precautionary measures. 	All staff to work in office - minimize external meeting.
Moderate	Phase 3 - 4 & Post peak period	<ul style="list-style-type: none"> - Passenger/crew suspected of being infected while at berth; - There is suspected cases in Fiji and awaiting confirmation from MOH. 	Compulsory for staff in Port to don PPE - mask & gloves to be worn always.	<ul style="list-style-type: none"> - Testing of contingency plan. - Increase awareness and preparedness to staff, and Port stakeholders.
High	Phase 5 & 6	<ul style="list-style-type: none"> - Passenger/crew is infected by Covid-19 while at sea and information has been passed over to HM; - Confirmation received of one or more patient being infected in Fiji - widespread community level of outbreak 	<ul style="list-style-type: none"> - Compulsory for all staff & port workers to wear PPE, this include mask and gloves. - PPE to be worn at all times; - Guest & public to where PPE when visiting FPCL operation area 	<ul style="list-style-type: none"> - Fully implement Contingency plan - skeleton staff operations (essential operations only). - Limiting access to operation area.


8.3 Screening procedures of visitors and employees



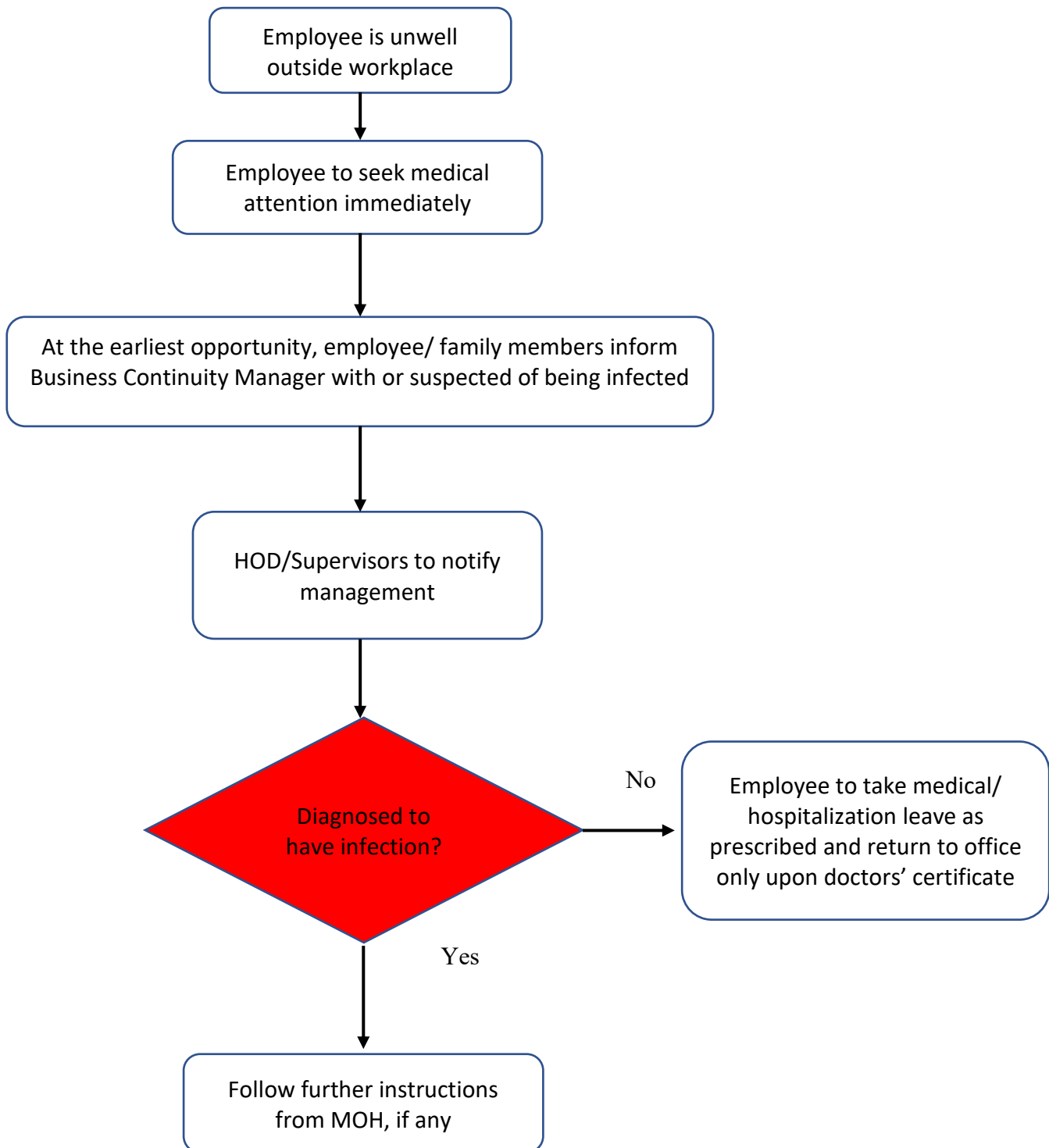
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8.4 Workflow for managing an unwell employee at workplace



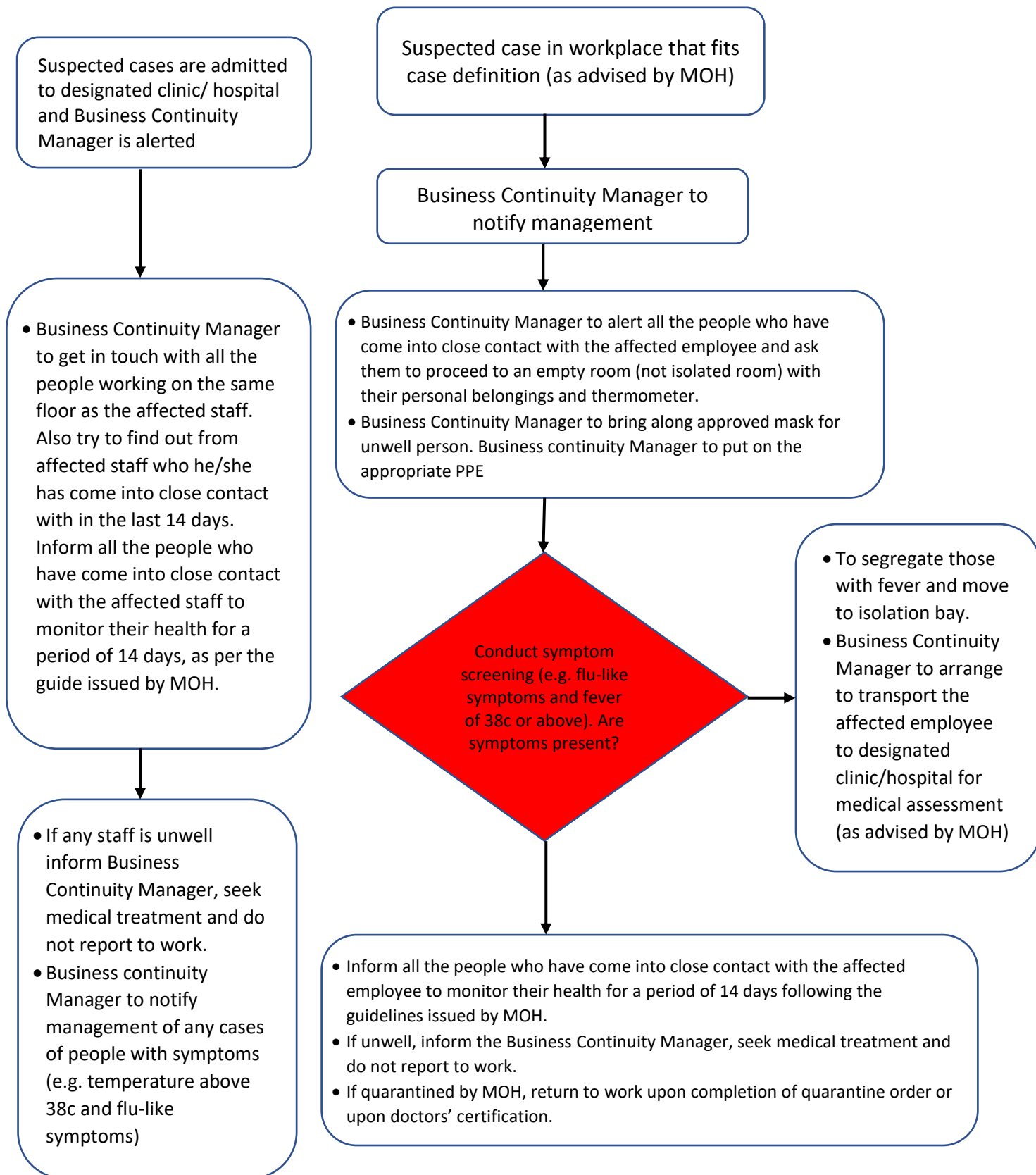
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8.5 Workflow for managing employee unwell outside workplace




8.6 Workflow for contact tracing of employee

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APPENDIX: FORMS

ANNEXURE 16 – COVID-19 RESPONSE AND VACCINATION DASHBOARD

FPCL COVID - 19 RESPONSE DASHBOARD												02-Jul-21	
RESPONSE LEVEL		STAFF DISTRIBUTION - SUVA					STAFF DISTRIBUTION - LAUTOKA						
SUVA	3	SUVA					113	LAUTOKA					37
LAUTOKA	2	OUTSIDE					3	OUTSIDE					1
LEVUKA	2												
	SUVA	LAUTOKA	VUDA	LEVUKA	NORTH	FPCL CRITICAL EMPLOYEE/STAFF RELOCATED TO FACILITATE OPERATIONS DUE TO COVID19 ZONING	0 SUVA	LOCAL WHARF SUVA (Tentative)		OPERATIONAL STATUS 100% **			
OPERATIONAL STATUS	100%	100%	100%	100%	100%		0 LAUTOKA	30	OUTBOUND VESSELS	28/06 to 02/07			
STAFF WORKING ON SITE	49	22	N/A	2	1		1 NORTH	27	INBOUND VESSELS	28/06 to 02/07			
INCIDENTS REPORTED	2	0	0	0	0		0		LOCAL WHARF LAUTOKA (Tentative)		OPERATIONAL STATUS 100%		
STAFF STANDBY/OFF DUTY OR ROSTER	26	13	N/A	0	0				7	OUTBOUND VESSELS	28/06 to 02/07		
STAFF WORKING FROM HOME	29	2	N/A	0	0			6	INBOUND VESSELS	28/06 to 02/07			
STAFF OUTSIDE LOCKDOWN ZONE UNABLE TO ATTEND	2	0	N/A	0	0								
STAFF IN ISOLATION	8	0	N/A	0	0								
STAFF IN CORDONED OFF AREA	2	0	N/A	0	0								
			SUV	LTK	LVK	COVID-RELATED CONCESSIONS TO OUR CUSTOMERS/STAKEHOLDERS & PPE RELATED EXPENSES [JAN 2020 - TO - DATE]	\$130k						
STAFF VACCINATED - 1ST DOSE			71	25	0								
FULLY VACCINATED			7	4	0								
TOTAL IMPACT TO FPCL IN 2020			\$6.3m			TOTAL IMPACT TO FPCL JANUARY - JUNE 2021			\$2.6m				

Note:** Local Wharf Suva - 100% Operational with External Restrictions**

