**Paperwork required to allow RSE workers to travel between regions**

1. **Guidance to filling out Covid-19 travel plan**
2. **Employer Covid-19 Travel plan** (to be submitted to MBIE for letter)
3. **Travelling employee details**
4. **Guidance for RSE workers moving between regions**
5. **Pre-travel**

* The sending and receiving employers must agree on safe travel arrangements and document these (see Travel Plan below).
* The sending employer should declare that none of the travelling employees have any signs of illness and have not been exposed to people with Covid-19 before departing premises.
* The sending employer must declare that all travelling employees are from the same accommodation isolation bubble.
* If those traveling are not all from the same bubble, then the travel and accommodation plans must show how they will be kept isolated from each other so there is not an opportunity for transmission between any other isolation bubble to occur.

1. **Travel Protocols – road transport**

* Travelling RSE workers must be from the same accommodation bubble or multiple vehicles will need to be used.
* During lockdown processes where only vehicles for essential services are to be allowed on the road to transport passengers, the driver must carry a letter of approval to travel which will be issued from MBIE. This travel authority letter will be issued once the receiving employer has submitted to MBIE their safe travel plan (as below) and has the approval from the Labour Inspectorate (LI) for the accommodation (regardless if accommodation had been approved by the LI prior to lockdown).
* The driver must obtain and carry a letter from the employer stating the number of passengers that can be carried. The letter should also contain the names of the workers being transported, details of their departure and arrival destinations and approximate timeframes (see template below).
* The driver is to wait outside the vehicle while loading and unloading.
* The driver must ask each passenger if they have any symptoms of Covid-19 before entering the vehicle. Passengers with obvious symptoms must not enter the vehicle.
* Every passenger must sanitise their hands immediately before entering and immediately after leaving the vehicle (driver to carry sanitiser).
* Face masks will be provided for the duration of the trip – these must be worn if any workers come into contact with people outside their bubble, eg for toilet breaks, meal breaks, etc.
* Start filling the vehicle from the rear (seats furthest from the door).
* No movement between seats is allowed once seated.
* Leave at least 2m spacing between the first row of passengers and the driver unless a physical barrier is present.
* Driver to sanitise all surfaces (seats, window ledges, handles, etc) after each trip.

If using a third-party transport provider and their travel requirements are greater than considerations above, then these must be included in your travel plan.

1. **Travel Protocols – air transport**

* Travelling RSE workers should be from the same accommodation bubble – if they are not, the employer must document how workers and the people they come into contract with will be protected by separation and PPE.
* Sending employer must make sure that while waiting at the airport to board the plane that the group maintains their isolation bubble.
* The sending employer must provide the airline with a letter from the employer stating the number of passengers that will be carried. The letter should also contain the names of the workers being transported, details of their departure and arrival destinations and approximate timeframes (see template below).
* The employer must also provide the airline with a copy of the travel authority letter from MBIE if that has not already been provided to the airline prior.
* Face masks must be provided for the duration of the trip – these must be worn before, during and after the flight when the workers could come into contact with people outside their bubble.
* Workers must adhere to all Air NZ protocols for keeping safe distances, seating and boarding/disembarking procedures.

1. **Accommodation Protocols**

* **An accommodation plan is required to be submitted at the same time as your travel plan. Your accommodation plan will need to be approved by the Labour Inspector.** This plan is to explain how the isolation bubble will be maintained and what health checks would be occurring at the accommodation.
* The accommodation that was indicated to be used as part of the travel plan is not to be changed unless prior authority to do so is given by the Labour Inspector
* Staff will be inducted into accommodation.
* Information around self-isolation will be explained including who is authorised to drive vehicles and who will undertake shopping (one person to be nominated or delivery arranged).

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|  | **RSE Travel Plan**  **for COVID-19** |  |

1. **Travel Plan for [insert company name]**

*Using the guidance provided above, a travel plan should be completed for each RSE employee movement.*

*Where travel is required to be arranged by both the sending and receiving employers then please combine all the travel arrangements into one travel plan and indicate which employer is responsible for which part of the travel arrangements.*

1. Sending employer contact details
2. Receiving employer contact details
3. Date of travel
4. ATR number/s that the workers are transferring under
5. Number of RSE workers travelling
6. Nationality of RSE workers travelling
7. Detail transport arrangements
8. Detail hygiene, separation and PPE during travel
9. Any other details or information around how the integrity of the isolation bubble will be maintained and how the health of the workers will be checked and monitored if not mentioned elsewhere.

**Sending employer declaration:**

I declare that none of the travelling employees have any signs of illness before departing premises.

I declare that none of the travelling employees have been exposed to anyone with signs of Covid-19.

I declare that all travelling employees are from the same accommodation bubble.

I agree to meet the requirements of this travel plan.

1. **EMPLOYEE DETAILS**

**Traveling under an MBIE travel authorisation letter for purposes of moving essential service workers between regions**

**DATED:**

**TO: WHOM IT MAY CONCERN**

This is to confirm that the following [insert number of employees] RSE employees who currently reside in [insert town] and are employed by [insert sending employer] are travelling to [insert region] to be employed by [insert receiving employer].

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| --- | --- | --- | --- | --- | --- | --- |
| Surname | First Name | Date of Birth | Gender | Passport Number | Passport Date Issue | Passport Date Expire |
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ESSENTIAL SERVICES EMPLOYEE TRAVEL AUTHORITY

[Employer name and business name], is considered an essential service and is permitted to remain operational during the New Zealand Covid-19 Alert Level 4 shutdown.

Refer: [https://covid19.govt.nz/government-actions/covid-19-alert-level/essential-businesses/](https://covid19.govt.nz/businesses-and-employees/essential-businesses/)

Any entity involved in the packaging, production and processing of food and beverage products, whether for domestic consumption or export.

The above named employees are travelling for essential work purposes and they are expected to arrive at their destination [insert address of approved accommodation] on [insert date and time].

Details of travel are as follows:

Mode of travel:

Company providing travel:

Departure details (Date, Time, Location):

Arrival Date (Date, Time, Location):

For any questions regarding their movements for work purposes please contact [Employer name] on [Phone number].