

# SESLHD GUIDELINE COVER SHEET

<b>NAME OF DOCUMENT</b>	Mass Swabbing of Cruise Ship Passengers on Disembarkation
<b>TYPE OF DOCUMENT</b>	Guideline
<b>DOCUMENT NUMBER</b>	SESLHDGL/113
<b>DATE OF PUBLICATION</b>	November 2023
<b>RISK RATING</b>	Medium
<b>LEVEL OF EVIDENCE</b>	National Safety and Quality Health Service Standards: Standard 1 - Clinical Governance
<b>REVIEW DATE</b>	November 2026
<b>FORMER REFERENCE(S)</b>	N/A
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<b>FUNCTIONAL GROUP(S)</b>	Disaster Management Population Health
<b>KEY TERMS</b>	NSW Ports, Cruise, PPE, Health Team, Public Health Order (PHO) Human Biosecurity Officer, Swabbing, Infectious Disease.
<b>SUMMARY</b>	This document outlines the process of a Health response by SESLHD to a cruise ship or other vessel on arrival at a designated port for disembarkation where there is an identified or likely outbreak of an infectious disease.

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## Section 1 – Background

This document is based on an all-hazards approach to an infectious disease outbreak on a cruise vessel arriving at a port for disembarkation. It has been written in consultation with the stakeholders below with thanks to SESLHD Public Health and Disaster Management Units and Sydney Local Health District (SLHD).

Please refer to:

- Management of confirmed/suspected COVID-19 on vessels January 2023
- SESLHD Vessel Surveillance and Outbreak Response- Standard Operating Procedure
- P&O Cruises Standard Operating Procedure Denied Boarding and Isolated Guests
- SESLHDPR/729 - Communication and Response Protocol for Border Health Incidents Related to an Infectious Disease
- For details regarding terminal location, staff parking, security card access and staff registration at White Bay or the Overseas Passenger Terminal please refer to:
  - SESLHD Public Health Unit/ Disaster Management of the workplace instruction 039/20232022: **Process for NSW Health Presence at Cruise Ship Disembarkation** (*This document is subject to change*)

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## Section 2 – Principles

An all-hazards approach is needed for an infectious disease outbreak on a cruise vessel. It is recognised that the most likely vector requiring a Health response will be respiratory in nature and this document aims to provide step by step instructions to outline the roles and responsibilities of the NSW Health staff which may involve screening questionnaires, testing such as swabbing, and advice or directives according to public health orders or Health advice of the day.

The deployment of this team and their responsibilities are subject to change according to direction of NSW Chief Health Officer or Chief Human Biosecurity Officer.

Passengers who refuse to comply with a current public health order will be referred to NSW Police, Human Biosecurity Officer on call and/or SESLHD Public Health Unit as appropriate to the circumstances.

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## Section 3 – Scope

This document covers international commercial vessels and all domestic and international cruise vessels entering the following NSW ports:

- Overseas Passenger Terminal (OPT)
- White Bay Cruise Terminal (WBCT)
- Port Botany

Passengers that are already diagnosed or have a high index of suspicion for an infectious disease and are currently being isolated on the vessel will either disembark as per the cruise company standard operating procedures for COVID-19 where that is appropriate, or as per any other overarching plans/protocols which complement e.g., state and territory public health orders.

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## Section 4 – Stakeholders

Will include but not limited to:

- Cruise Company
- Port Authority
- Australian Border Force
- Department of Agriculture, Forests and Fisheries
- NSW Police
- Onsite Security
- SESLHD
- SLHD
- NSW Health Pathology
- NSW Ministry of Health

## Section 5 – Responsibilities

### SESLHD Public Health

- SESLHD Public Health Unit is the **public health lead** for Health issues on board cruise ships presenting to either OPT or White Bay, or commercial vessels to Port Botany.
- Is the public health escalation point for all operational teams deployed for Health response to cruise ship disembarkations at the Overseas Passenger Terminal or White Bay Cruise Terminal
- Notify SESLHD or SLHD HSFAC that team deployment has been requested and the nature of the response. Team deployment will be led by LHD Disaster Management Unit
- Notify NSW Health Pathology Public Health Pathology via email [nswpath-publichealthpathology@health.nsw.gov.au](mailto:nswpath-publichealthpathology@health.nsw.gov.au) (this email is monitored 7days a week) in the event that a mass swabbing plan is being enacted.

### Operational Leads

- South Eastern Sydney Local Health District (SESLHD) are the operational lead for cruise ships disembarking at the Overseas Passenger Terminal
- Sydney Local Health District (SLHD) are the operational lead for cruise ships disembarking at the White Bay Cruise Terminal

### Cruise Ship Company

- Passenger manifest to be provided to SESLHD Public Health Unit with maximum lead time. (24+ hours)
- Details required:
  - Name
  - Date of birth
  - Gender
  - Home address
  - E-mail or phone contact

### NSW Health Pathology where swabbing or testing is to be undertaken

- Contact NSW Health Pathology Randwick Campus Central Specimen Reception Duty Manager **9382 3694** for email address where passenger manifest is to be sent.
- Central Specimen Reception Duty Manager to arrange courier/s for swab transfers from the passenger terminal to lab.
- Central Specimen Reception Duty Manager to provide courier contact details to SESLHD or SLHD Disaster Management Unit Team Leader

## Section 5 Responsibilities

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- Central Specimen Reception Duty Manager to arrange for supply of swabs, pathology bags, large plastic envelopes and patient stickers to be collected from NSW Pathology Randwick, Level 4 Campus Centre, Prince of Wales Hospital. These will be collected by the Disaster Management Unit from either SESLHD or SLHD.

### **SESLHD /SLHD Disaster Management Unit**

- Act as operational leads for Health deployment team/s
- Oversee staff deployment and induction (working with SESLHD PHU and Nursing & Midwifery district staffing teams for team members)

### **Where swabbing or testing is required:**

- Collection of patient stickers and swabs from NSW Pathology – Randwick Campus, Level 4.
- Swabs will be prepared and collated by ship decks and in alphabetical order (e.g. pack 1 would be deck 1 in alphabetical order of surname)

### **SESLHD Nursing & Midwifery are responsible for:**

- The SESLHD Director of Nursing (or delegate) will be responsible for sourcing staff who can be deployed to the Overseas Passenger Terminal.
- The SESLHD Director of Nursing (or delegate) will provide names and contact details to SESLHD Disaster Management Unit and HSFAC.
- See Table 1 for an estimation of the number of staff that will be required depending on the volume of passengers where mass swabbing or other testing regimes are to be implemented as per the public health order or outbreak response plan.



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## Section 6 – PCR requests and passenger registration where testing is required

- Passengers will be registered into NSW Health Pathology using the Omni Lab System.
- This system will register patients as rapidly as possible when the patient details are provided in spreadsheet format. (Potentially 30-60 minutes for 2000+ patients)
- Passengers will not be registered on eMR
- Stickers for each passenger can be printed (by NSW Pathology)

## Section 7 – Health Staff Attending the Terminal

### 7.1 Transport to terminal

- Circular Quay station is the nearest train station to the Overseas Passenger Terminal and approximately 10-13 minute walk as per [Transport NSW Trip Planner](#)
- At the discretion of the SESLHD Team Leader, a meeting point at an alternate central location may be arranged to facilitate transport of staff to the Overseas Passenger Terminal as parking is very limited. Staff will be notified of such arrangements by the SESLHD Team Leader or their delegate prior to deployment if such arrangements are required.
- Staff travelling to White Bay may be able to park onsite

### 7.2 Uniform

- Wear NSW Health scrubs where available, or clothing in line with [SESLHDPR/281 - Uniforms Provision, Dress Code and appearance for Clinical and Corporate Services Staff](#)
- Wear tabards which will be provided on the day by the Disaster Management Unit or designated team lead.

### 7.3 Induction

- Team leader will conduct a briefing at the beginning of the shift to ensure that they understand the duties and responsibilities associated with their roles.
- Staff deployed will have up to date PPE donning and doffing competency attended.
- Where advice from SESLHD Public Health Unit requires; staff attending must be fit tested to a P2/N95 mask currently stocked by SESLHD or SLHD

### 7.4 Personal Protective Equipment (PPE)

PPE requirements will be described by SESLHD Public Health Unit prior to deployment and relevant to the known or suspected pathogen.

- Where relevant, P2/N95 masks, eye protection, gloves, and gown for those that are swabbing or within 1.5metres of passengers and crew.
- Use hand sanitiser provided.

### 7.5 Staffing Requirements for Mass Swabbing or Testing Scenarios

- There will be one overall onsite Team Leader for the operation, most likely a SESLHD Disaster Management Unit representative or delegate.

- Administration / Support staff for passenger registration.
- As the volume of staff and passengers that require testing increases additional team leaders will be required to help supervise.
- Estimated staff requirements are based on testing/swabbing teams of 2 with pre-registered passengers.
- Each team could test/swab 35 passenger per hour. Estimate 10 teams of 2 could do 1000 passengers in 3 hours.
- Admin/support staff at the terminal would be used to assist the team leader and swabbing teams as runners, restocking supplies, collating manifest vs swabs and liaising with courier etc.

**Table 1:** Estimated number of staff required depending on volume of tests/swabs collected.

<b>Staff Required</b>	<b>Less than 1000</b>	<b>1000-2000</b>	<b>2000-3000</b>	<b>3000-4000</b>	<b>4000-5000</b>
<b>Team Leader</b>	1	2	3	4	5
<b>Swabbing Team = 2 staff</b>	10 teams = 20 staff	15 teams = 30 staff	20 teams = 40 staff	25 teams = 50 staff	30 teams = 60 staff
<b>Admin Support</b>	5	10	15	20	25
<b>Courier</b>	1 -2	1 - 2	1-2	1-2	1-2
<b>Swabs per 3 hours</b>	1050	1575	2100	2625	3150

## Section 8 – Swabbing Workflow

### 8.1 Swabbing Process

- Mass swabbing will be done in the terminal not on board the vessel.
- X10 swabbing teams → 1000 passengers could be swabbed in 3 hours with x10 teams completing x35 swabs in one hour each. This can be achieved if registration has been completed prior to cruise ship docking, and no downtime is required. (See table 2 for staff numbers required)
- Swabbing team consists of 2 staff (1x clean staff 1x swabbing staff) Attach passenger registration sticker to swab, Second sticker to “collection sheet” which will act as the pathology request. (See [Appendix A](#))
- Place collection sheet and swabs (in individual pathology bags) into the larger plastic envelope. Maximum 21 swabs per envelope
- Larger vessels will require additional health staff (see [table 2](#))

### 8.2 Disembarkation process

- This will require a pre-arranged disembarkation process in consultation with the cruise ship company. Cruise ships have advised this is likely to happen by decks.
- Suggest asymptomatic/non COVID-19 positive patients disembark first for infection control reasons. Symptomatic and COVID-19 positive patients to disembark second and via a different exit on the ship.

**Acutely unwell passengers to be managed as per normal processes arranged by cruise liner.**

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## Section 9 – Post Disembarkation

### 9.1 Destination of passengers post disembarkation.

- Determined by the public health order or outbreak response plan in place. Where that destination is other than their usual or planned accommodation or residence, a public health order may be enforceable by NSW Police.
- Cruise companies have existing arrangements for COVID-19 isolation accommodation arrangements.
- Also noting that if large numbers need to be accommodated then a whole of government response would likely be required.

### 9.2 Result Notification

- Results sent via spreadsheet to SESLHD Public Health Unit. The Public Health Unit will be responsible for a mechanism to advise individual passengers of their results.

## Section 10 – Equipment

### 10.1 Equipment Principles

- SESLHD Public Health Unit hold some PPE and associated stock under their Randwick Campus base. Contact the PHU Operations Manager to ascertain stock levels and suitability for utilisation.
- HealthShare NSW (HSNSW) are able to assist with supplies on request.
- Requests should be raised via **iProcurement** ordering process.
- Escalate to the HSNSW Disaster Manager for intervention and internal escalation. HealthShare Emergency Management Team on-call (02) 8644 2228
- Swabs are collected from NSW Health Pathology at Randwick Campus
- SESLHD local contact Nurse Manager Clinical Products Advisor

### 10.2 Equipment Summary

- Personal Protective Equipment (PPE)
  - Masks (surgical and N95)
  - Gowns
  - Goggles / Shields
- Hand sanitiser
- Swabs / pathology bags / transport envelopes
- Tissues
- Disinfectant wipes such as Clinell / Steri7
- Garbage bins / liners
- Chairs / tables/ privacy screens
- Spare blank stickers
- Pathology request page (21 slots per page)- see template below
- Pens / marker pens
- Tabards
- Posters
  - Donning and Doffing Posters
    - [ACSQHC Combined airborne and contact precautions](#)
    - [CEC Principles of Fit Checking](#)
  - Directions for passenger queuing e.g. Surnames A-E / Surname F-J etc.

### 10.3 Waste Management

- Note that the Port Authority will provide waste management/ disposal.

### 10.4 Equipment Considerations when estimating volume needed

- Swabs: Swab volumes were increased 10% just in case there is loss damage/dropping etc.
- Hand Sanitizer: Cutan 400ml: 266 doses (2 squirts)/400ml 5 moments per pax = 1 bottle per 55 swab. Noting that passengers are likely to also use post swab.
- Gowns: estimate staff changing gown 4 times in 4 hour shift plus a few spare
- Cleaning wipes: Clinell universal wipes 200 per pack or similar.
- Gloves: difficult to estimate what size staff will need. 2 boxes of medium for every 1 box of small and large
- Goggles/ Face Shield: staff can clean their goggles when doffing but face shields are likely to be disposed. This allocation should allow for staff preference.
- Bins: depending on the set up each team may be able to share a bin between 2 stations or a bin liner could be taped to a table therefore not needing actual bin. Health should provide bin liners and tape in case Port Authority are unable to provide.
- Tables/Chairs/Privacy Screens: Passenger will need access to a chair when being swabbed. Each swabbing team will need a small table to store their equipment, depending on the layout this table could be shared between teams.
  - Ideally there is a private place or privacy screen for each team.
  - Support staff and Team Leader will also need access to table and chairs. Tables and bins will also be needed for donning and doffing area.

**10.5 Table 2: Estimated volume of equipment versus number of passengers to be swabbed**

Equipment	Less than 1000	1000-2000	2000-3000	3000-4000	4000-5000	Source
Swabs	1100	2200	3300	4400	5500	NSW Health Pathology Randwick Level 4 Campus Centre
Pathology bags	1100	2200	3300	4400	5500	NSW Health Pathology Randwick Level 4 Campus Centre
Plastic envelopes	55	110	165	220	275	NSW Health Pathology Randwick Level 4 Campus Centre
Hand sanitiser Cutan 400mL	40	50	70	80	100	<i>iProcurement</i> Description: Hand, Alcohol Foam 400ml Item Number: 818360 UOM: Carton of 12
Gloves S/M/L	14 boxes	20 boxes	25 boxes	30 boxes	35 boxes	<i>iProcurement</i> Description: Gloves, Examination, Nitrile
Goggles	30	45	60	80	100	<i>iProcurement</i> Description: Protective Eyewear
Face shields	60	100	125	175	210	<i>iProcurement</i> Description: Face Shield, Full Length
Gowns	120	200	250	350	420	<i>iProcurement</i> Description: Gown, Isolation Item number: 534132 UOM: Carton of 50



Section 10  
Equipment

Equipment	Less than 1000	1000-2000	2000-3000	3000-4000	4000-5000	Source
Cleaning wipes	15 pkt	20	25	30	40	<i>iProcurement</i> Description: Wipes, Multipurpose, Clinell Item number:789676
Tissues	12 boxes	20 boxes	25 boxes	30 boxes	30 boxes	<i>iProcurement</i>
Vomit bags	100	100	100	100	100	<i>iProcurement</i> Description: Bag, Vomit
Tables	15	22	30			DMU can supply 24 folding table 800x 750 13 at DMU store-room 11 at airport
Chairs	30					DMU can supply (DMU storeroom)
Privacy screen	10	15	20	25	30	
Bins	15	20	25	30	35	
Bin liners	45	60	75	80	105	<i>iProcurement</i> Description: Bag, plastic, bin liner

## Section 11 –

### Documentation

- Swab Request Sheet ([Appendix A](#))

### References

- P&O Cruises Standard Operating Procedure Denied Boarding and Isolated Guests
- [SESLH DPR/729 - Communication and Response Protocol for Border Health Incidents Related to an Infectious Disease](#)
- SESLHD Public Health Unit / Disaster Management of the workplace instruction 039/20232022: **Process for NSW Health Presence at Cruise Ship Disembarkation**

### Version and Approval History

Date	Version	Version and approval notes
3 November 2023	1	Updated from Workplace Instruction. Approved at SESLHD Clinical and Quality Council.

**Appendix A – Swab Request Sheet. Maximum 21 requests per envelope**
