



How to Report

Version 2022.2 Brasília – DF, October 21th ENG





Overview

According to Brazil regulation, the Cruise Ships shall notify daily cases of communicable disease, including Covid-19 cases, in an electronic form that must be filled and daily updated for each trip. The first notification shall start between 24 hours and 36 hours before Estimated Time of Arrival (ETA), and daily updated at 12h00 pm, Brasília time. The electronic form shall be closed only at the trip's end, or when the ship leaves the Brazilian jurisdictional waters.

To access the system used to create and fill the electronic form, you will need a "User" and "Password", which must be requested by email <u>naviosdecruzeiro@anvisa.gov.br</u> informing the ship's name, IMO number, flag and health team e-mail.

This guide is complementary to the Brazil's regulations and the Anvisa's Cruise Ship Guide.





1- IN THE RISK MANAGER SYSTEM

The notification shall be made through the online form, accessible on the Internet at the address <u>https://gestaoderiscos.anvisa.gov.br/PORTAL/</u> (Screen 1).

Screen 1 - Login					
🔲 🥑 Módulo Risk Manager 🛛 🗙	+		-	D	×
\leftarrow \rightarrow C https://gestaod	leriscos.anvisa.gov.br/PORTAL/	ל	Ē		
	Login Cruiseship.imo Senha Login Compared to the test of				
Versão 9.11.5.13			Ø	MO	wered by

In the first access, you should change the password (*Senha* in Portuguese). If the login and password is correct, you will be able to access the home section, with the Notifications current Events https://gestaoderiscos.anvisa.gov.br/PORTAL/ and Messages from Anvisa Cruise Team (Screen 2).

Screen 2 – Home

ANVISA Agência Nacional de Vigilância Sanitária	Help cruiseship.imo	[Exit]			
Home Workflow					
A Home Notifications Permissions Change Password Interviews	Documents Dashboards Data Analytics Queries Preferences Site Map				
Home		Ø			
Hello, CRUISESHIP.IMO. You last accessed your account on Thursday, October 20, 2022 10:40:19 AM. Personal Information Username: cruiseship.imo E-mail: naviosdecruzeiro@anvisa.gov.br Telephone: +55 61 34624138 Permissions Change Password	Messages Cruise Ship heath surveilance on season 2022-2023 8/28/2013 9:35:54 AM Dear Health Team,				
Notifications	For reports of public health events, access Workflow and fill the				
Event EVTD202209117095 (Cruise Ship -Communicable Diseases Report - 2022-2023) was cancelled by "Cristiano Gregis" on 07/10/2022	torm type "Cruise Ship -Communicable Diseases Report".				
09.21.32. Event EVTD202209117095 (Cruise Ship -Communicable Diseases Report - 2022-2023) was reopened by "Cristiano Gregis" on 07/10/2022 09:21:40.	Best regards,				
Event EVTD202209117095 (Cruise Ship -Communicable Diseases Report - 2022-2023) was closed by "vorkflow rule - Cruiseship report was closed by disembarkation date rule" on 06/10/2022 15:01:13.	Brazilian Sanitary Suveillance Agency - ANVISA				
You were included in the audience of the "Cruise Ship - situação dos cruzeiros" query.	TEMPORADA DE NAVIOS				
Event EVTD202209117095 (Cruise Ship -Communicable Diseases Report - 2022-2023) was modified by "Felipe Machado Ribeiro de Sousa"	DE CRUZEIRO				





After accessing the system, if necessary, you can change the language in *Preferences* (*Preferências* in Portuguese) (Screen 3).

Screen 3 - Changing Language

ANVISA Agência Nacional de Vigilância Sanitária							
Meu Espaço Organização Riscos Compliance Políticas Conhecimento Dashboard Workflow Administração							
🚖 Notificações Permissões Trocar Senha Entrevistas Documentos Dashboards Consultas Preferências Mapa do Site							
Preferências							
Idiomas							
Selecione o idioma padrão do sistema.							
Vilizar padrão do sistema							
Português							
English							
C Español							
Tamanho Máximo da Página							
Defina a quantidade de itens por página em todas as listas do sistema.							
Utilizar padrão do sistema							

2- Daily notification

For the daily notification process, click the menu **Workflow**. In this screen all previous notification forms will be listed, so you can click on the Event code to access and update it. If the Event is closed it is available only to read it.

To create a new Event, click and choose the type "*Cruise Ship-Communicable Diseases Report*" to record daily notification. (Screen 4)

Screen 4 - Event Creation

Home	Workflow									
🔒 Worl	A Workflow Events Queries Treemap									
Ενε	Events									
List	List of Events									
	Create Event	- 🖬 N	lanage 👻 🛄 Spre	adsheet	- @ Relatio	onships 👻 🏪	🖆 - 🤧	2		
	Event Typ	e				Туре	Origin	Status	Coordinator	Responsible
	Cruise SI	hip -Communie	cable Diseases Report	•		Filter -	Q Filter	Filter -	Q Filter	Q Filter
	Creating	te Event			p - able Report -	Cruise Ship - Communicable Diseases Report	Workflow	Closed	GRP_GCOVI	GRP_GCOVI
	- 📝	1	EVTD201602011952	Cruise S Commu Disease 2015-20	ihip - nicable s Report - 16	Cruise Ship - Communicable Diseases Report	Workflow	Closed	GRP_GCOVI	GRP_GCOVI
	- 🌌	1	EVTD201602011951	Cruise S Commu Disease 2015-20	ihip - nicable s Report - 16	Cruise Ship - Communicable Diseases Report	Workflow	Closed	GRP_GCOVI	GRP_GCOVI

REMENBER! An event must be created for each cruise voyage.

You should "Create Event" only in the first day of the trip and update it every day until the last day of the trip. You must close the event at the end of each trip or when leaving Brazil. You should open another Event only when a new trip begins, updating it again every day.





After "Create Event" you will complete the first form with information about the cruise. You must fill out the form to proceed and save! (Screen 5)

Home Workflow		
Cruise Ship -Communicable Diseases Report	: - 2015-2016	I List Events
Cruise Ship Public Health Events Progress		
Author cruiseship.imo	* 7.N° Total Passengers/N° Total Passageiros	
Date Created 2/26/2016 11:21:23 AM	* 7.1. N° PAX 3 years and older	*
1.Trip's first port/Porto de Inicio da viagem		
teste	* 7.2. N° PAX 3 years and older Vaccinated COVID-19	
2.Trip's start date/Data de início da viagem		4 *
3 Trin's last part/[[Itimo parto de visnem	7.3. PAX 3 years and older COVID-19 vaccine rate Valor Indefinido	0
tasta	* 8.N° Total Crew/N° Total de tripulantes a bordo	
esie 4.Trip's end date/ Data de término da viagem		4 *
· · · · · · · · · · · · · · · · · · ·	* 8.1.N* Total Crew Vaccinated COVID-19	
5.Next Port / Próximo Porto		*
▼	8.2 Crew Vaccine COVID-19 rate Valor Indefinido	0
6.Next Port Arrival Date/Datachegada próximo Porto		
*		

Screen 5 - Filling the event's basic information

Note: In this screen, fields 5 (Next Port) and 6 (Next Port Arrival Date) are related to the next port of call, as it is scheduled for the current trip, considering information provided in this notification report must be as actual as possible. When the voyage is getting to its end, with no other stop scale before it, fields 5 and 6 must have the same information as fields 3 (Trip's last port) and 4 (Trip's end date).

At the current season, the number of passengers 3 years old and older and the Covid-19 vaccinated ones shall be informed at fields 7.1 and 7.3. The number of Covid-19 vaccinated crew also shall be informed at field 8.1. The vaccine rate will be automatically calculated at fields 7.3 and 8.2.

Attention! After filling or updating any form, you must save it.





After saving the data from the tab "Cruise Ship", the system will switch to the tab "Public Health Events", which will be recorded the daily routine report (Screen 6).

Screen 6 - Public Health Even	Screen	6 -	Public	Health	Event
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Cruise Ship Public Health Events Progress		
* 9. Report type / Tipo de notificação	* 10.1.1. Acute Diarrheal liness - N° Crew	
		Ψ.
Public Health Event / Evento de Saúde Pública	* 10.1.2. Acute Diarrheal Ilness - Nº Passengers	
Death on board		
Disembark for health treatment	 10.1.3. ADI - Date onset first case 	
A. Bublic Haalth Events (Events) de Caúda		-
A 4 Aside Dischart Wasse ADI		
	Valor Indefinido	
10.2.Influenza-like	10.1.5. ADI Illness rate on Passangers	0
10.3. Other: Measles	Valor Indefinido	
10.3. Other: Meningitis	* 10.2.1. Influenza/COVID-19-like - N° Crew	
40.2 For Other events, describe symtems/diagonalis		÷.
10.3.1 Of Other events, describe syntonisidiagnosis	* 10.2.2. Influenza/COVID-19-like - Nº Passengers	
11.For death/disembark,describe symptoms/diagnosis		Ŧ
	10.3.3. Influenza/COVID-19-First case onset-Crew	
* 12.Applied Health Control Measures		~
NIL NIL	10.3.4 Influenza/COVID-19-First case onset-Passeng	
Collection of faeces, nasopharyngeal secretions or blood samples		-
Disinfection	* 10.5.1.Confirmed COVID-19 Crew cumulative cases	
Disinsection		
	▼	*
* 12.1. Total number hospital beds/N° de leitos	* 10.5.2. Confirmed COVID-19 PAX cumulative cases	
		*
* 12.2 Hognital bade occurried/Nº leitos ocurrados	10.5.3. COVID-19 rate on crew	0
	Valor Indefinido	-
	10.5.4. COVID-19 rate on passengers Valor Indefinido	
* 12.3. Total nº cabins intended for the isolation	Valor Indonindo	
	A V	
* 12.4. Occupied Intended cabins for isolation		
12.5. Occupied cabins intended for isolation rate Valor Indefinido	0	
* 12.6. Regular occupied cabins for isolation		
	*	
* 42 Ovugan/medicina for COVID 49 augustu ovoilabla		
- 15. Oxygenmedicine for COVID-19 supply available		

If you have (or had in this current cruise trip) any public health event aboard, you must complete items from 9 to 13. The option "NIL" must be chosen only if you have any cases in the current cruise trip. The form now automatically calculates the rates at fields 12.5, 10.1.4, 10.1.5, 10.5.3 e 10.5.4.

Fill out the form since day one of the trip! So, if suspected cases happened before Brazilian waters, you also should report them.

Attention! The number of cases must be reported in a cumulative way, so during the same cruise trip Event form your number of cases must not be decreased until the end of the cruise.

At the current season, the required information about number of cabins intended for isolation an occupied (fields 12.3 and 12.4) must be daily updated, adding, or dropping the number. Other required information is the availability of a supply of oxygen and medicine for COVID-19 at field 13.





To update a daily notification, or whenever necessary, you must click the code of the event to be updated showed at screen 4. It's important to reinforce that the cases to be reported are cumulative and should not be subtracted even when passengers disembark.

All the updates history will be showed at tab "Progress", where you should also click at "Update Progress" button and add a description for any situation or when there isn't changes. (Screen 7)

Cruise Ship Pub	lic Health Events Progress				
				(0
Percentage of Progress 0%	Close Event	Update Progress	× Enter details on the progress update. The information below will be applied to the event selected.	Start Date: 10/16/2022 End Date:	
Order by Date	🍸 Filters 🕶 📑 👻		Qne new Covid-19 positive		
10/20/2022 1:06:15 PM	Progress Updated By: The progress was updated Comment One new Covid - One CM released from isola		Percentage of Progress Start Date 0% 0 10/16/2022 1.27 PM		
			Update Progress Cancel		

Screen 7 – Progress

At the tab "progress" you could close the Event clicking on "Close Event" button (Screen 7). As in the example of a daily notification at Screen 8, the event should only be closed at the end of que cruise voyage.

Screen 8 – Table with	relation of ports	s of call and Events
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Month 🕑	Day 🖂	Cruise ship N° 01 🛛 🗹	Ho	bur 🖂	Event code 🛛 💌	Note/Situation 🗸
DEC	8	At sea				Cruica chip staff cond this report between 24 and 26 hours before the chip
DEC	9	At sea				cruise ship stan send this report between 24 and 50 hours before the ship
DEC	10	At sea				arrives in the First port in Brazil.
DEC	11	Santos	08:00	20:00		The First port in Brazil
DEC	12	Ilha Grande	09:00	16:00	EV/TD202101	Cruise voyage: To update the daily notification
DEC	13	At sea				Cruise voyage: To update the daily notification
DEC	14	Salvador	10:00	19:00		Cruise voyage: To update the daily notification
DEC	15	At sea				Cruise voyage: To update the daily notification
DEC	16	Ilhabela	14:00	22:00		Cruise voyage: To update the daily notification
DEC	17	Santos	08:00	20:00		End of this cruise voyage, "close event"
DEC	17	Santos	08:00	20:00		New cruise voyage:"Create an new event"
DEC	18	Ilha Grande	09:00	16:00		Cruise voyage: To update the daily notification
DEC	19	At sea				Cruise voyage: To update the daily notification
DEC	20	Rio de Janeiro	10:00	19:00	EVTD202102	Cruise voyage: To update the daily notification
DEC	21	At sea				Cruise voyage: To update the daily notification
DEC	22	Ilhabela	14:00	22:00		Cruise voyage: To update the daily notification
DEC	23	Santos	08:00	20:00		End of this cruise voyage, "close event"