

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.

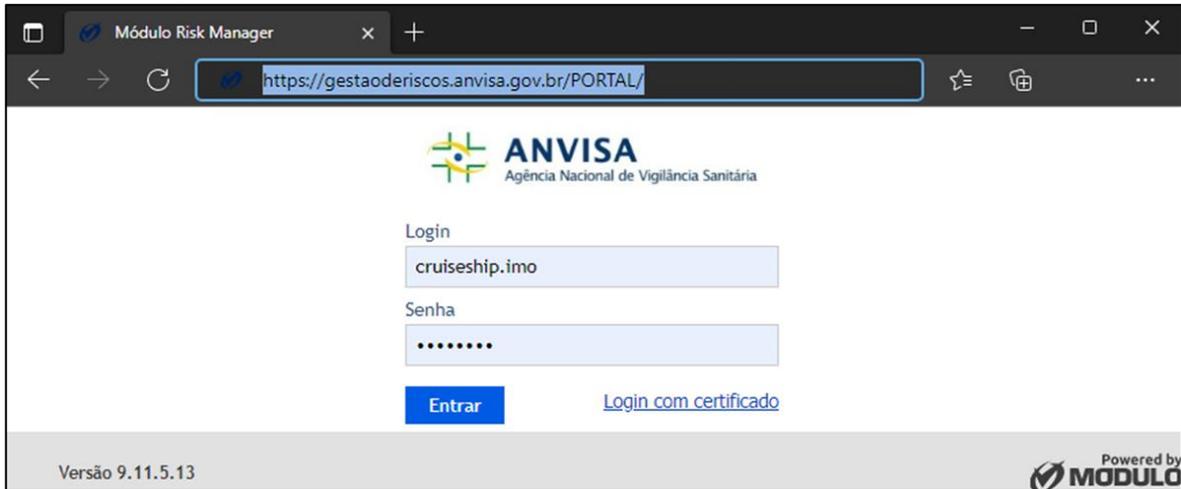
To access the system used to create and fill the electronic form, you will need a "User" and "Password", which must be requested by email naviosdecruzeiro@anvisa.gov.br informing the ship's name, IMO number, flag and health team e-mail.

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

1- IN THE RISK MANAGER SYSTEM

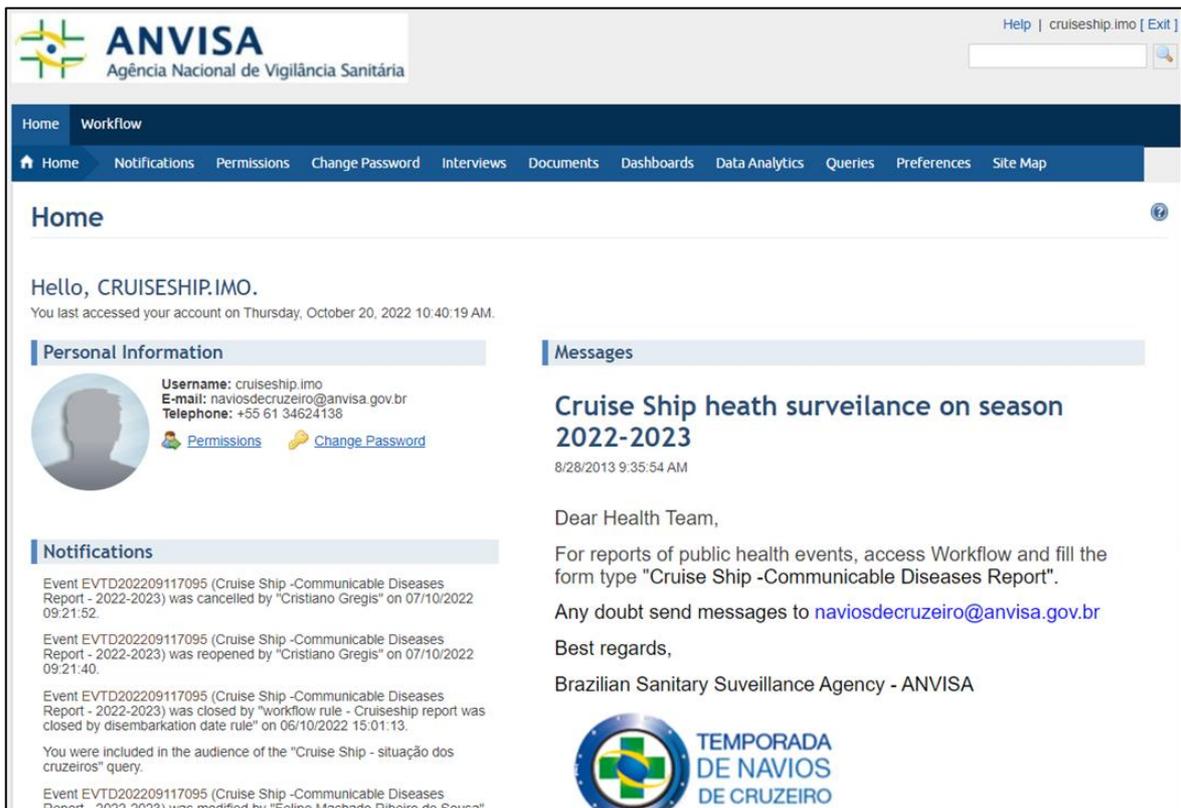
The notification shall be made through the online form, accessible on the Internet at the address <https://gestaoderiscos.anvisa.gov.br/PORTAL/> (Screen 1).

Screen 1 - Login



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



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

Screen 3 - Changing Language

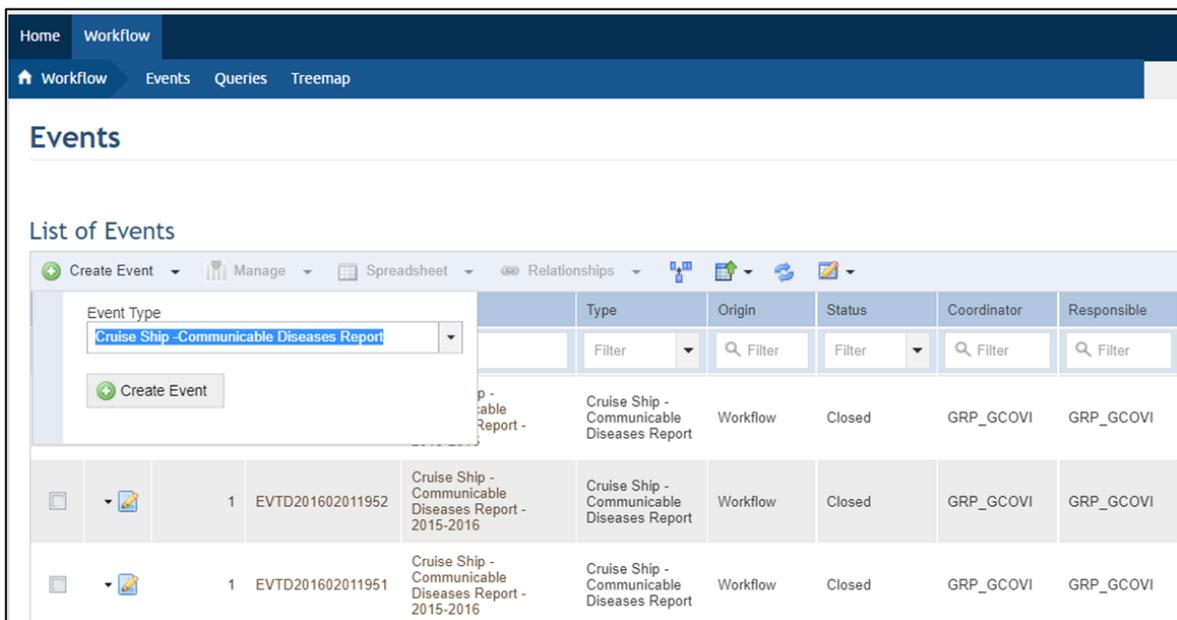


2- Daily notification

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



REMEMBER! 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)

Screen 5 – Filling the event's basic information

The screenshot shows a web interface for reporting communicable diseases on cruise ships. The title is "Cruise Ship - Communicable Diseases Report - 2015-2016". There are tabs for "Cruise Ship", "Public Health Events", and "Progress".

Left Column Fields:

- Author: cruiseship.imo
- Date Created: 2/26/2016 11:21:23 AM
- 1. Trip's first port/Porto de Início da viagem: teste
- 2. Trip's start date/Data de início da viagem: [dropdown]
- 3. Trip's last port/Último porto da viagem: teste
- 4. Trip's end date/ Data de término da viagem: [dropdown]
- 5. Next Port / Próximo Porto: [dropdown]
- 6. Next Port Arrival Date/Data chegada próximo Porto: [dropdown]

Right Column Fields:

- * 7. N° Total Passengers/N° Total Passageiros: [input]
- * 7.1. N° PAX 3 years and older: [input]
- * 7.2. N° PAX 3 years and older Vaccinated COVID-19: [input]
- 7.3. PAX 3 years and older COVID-19 vaccine rate: Valor Indefinido
- * 8. N° Total Crew/N° Total de tripulantes a bordo: [input]
- * 8.1. N° Total Crew Vaccinated COVID-19: [input]
- 8.2 Crew Vaccine COVID-19 rate: Valor Indefinido

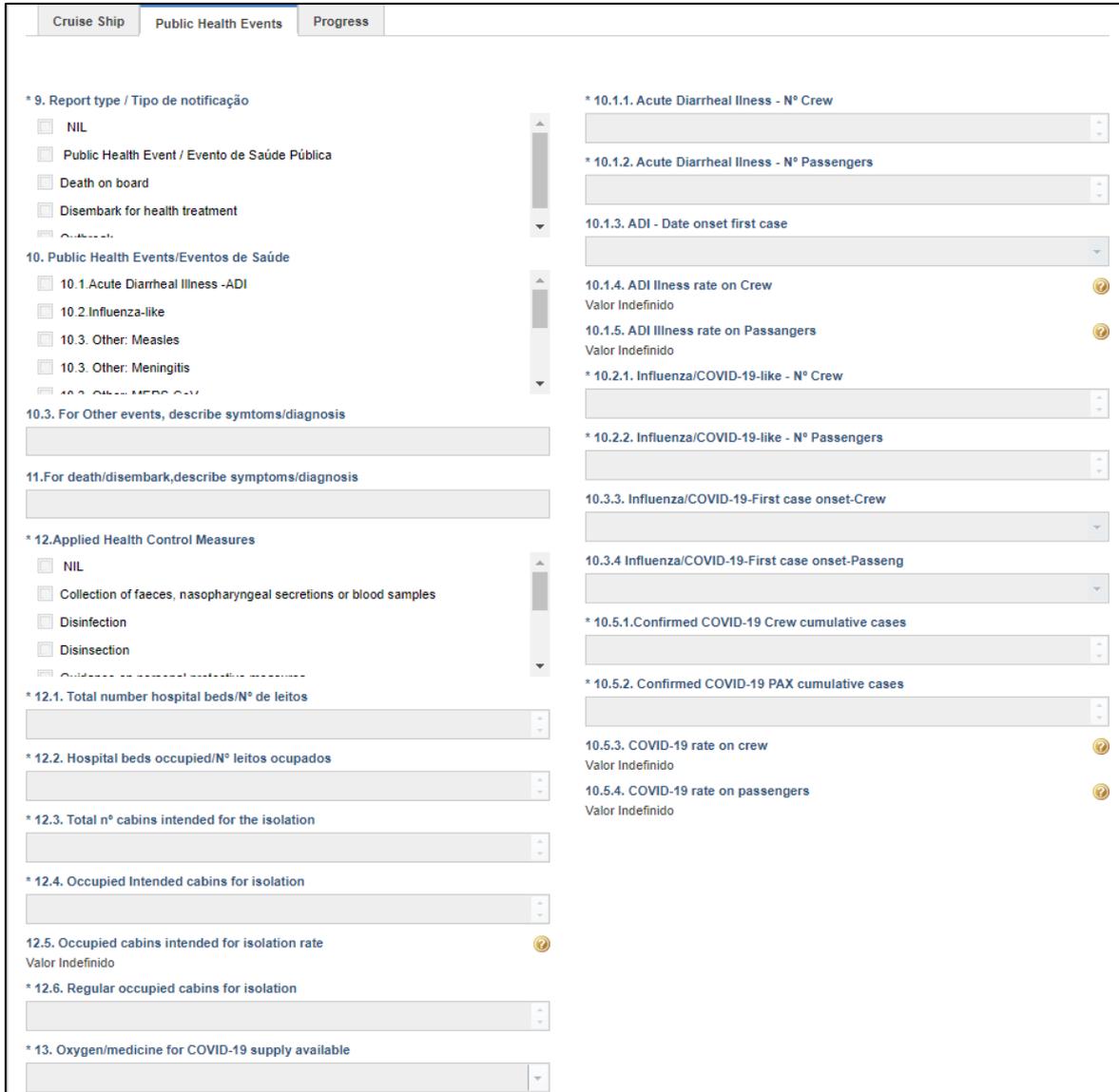
Note: In this screen, fields 5 (Next Port) and 6 (Next Port Arrival Date) are related to the next port of call, as it is scheduled for the current trip, considering information provided in this notification report must be as actual as possible. When the voyage is getting to its end, with no other stop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



The screenshot shows a web-based form for reporting public health events. It has three tabs at the top: "Cruise Ship", "Public Health Events" (which is active), and "Progress".

Section 9: Report type / Tipo de notificação

- NIL
- Public Health Event / Evento de Saúde Pública
- Death on board
- Disembark for health treatment
- Other

Section 10: Public Health Events/Eventos de Saúde

- 10.1. Acute Diarrheal Illness -ADI
- 10.2. Influenza-like
- 10.3. Other: Measles
- 10.3. Other: Meningitis
- 10.3. Other: MERS-CoV

Section 10.3: For other events, describe symptoms/diagnosis

Section 11: For death/disembark, describe symptoms/diagnosis

Section 12: Applied Health Control Measures

- NIL
- Collection of faeces, nasopharyngeal secretions or blood samples
- Disinfection
- Disinsection
- Other

Section 12.1: Total number hospital beds/Nº de leitos

Section 12.2: Hospital beds occupied/Nº leitos ocupados

Section 12.3: Total nº cabins intended for the isolation

Section 12.4: Occupied Intended cabins for isolation

Section 12.5: Occupied cabins intended for isolation rate Valor Indefinido

Section 12.6: Regular occupied cabins for isolation

Section 13: Oxygen/medicine for COVID-19 supply available

Right Column Fields:

- 10.1.1. Acute Diarrheal Illness - Nº Crew** (Dropdown)
- 10.1.2. Acute Diarrheal Illness - Nº Passengers** (Dropdown)
- 10.1.3. ADI - Date onset first case** (Dropdown)
- 10.1.4. ADI Illness rate on Crew** Valor Indefinido
- 10.1.5. ADI Illness rate on Passangers** Valor Indefinido
- 10.2.1. Influenza/COVID-19-like - Nº Crew** (Dropdown)
- 10.2.2. Influenza/COVID-19-like - Nº Passengers** (Dropdown)
- 10.3.3. Influenza/COVID-19-First case onset-Crew** (Dropdown)
- 10.3.4. Influenza/COVID-19-First case onset-Passeng** (Dropdown)
- 10.5.1. Confirmed COVID-19 Crew cumulative cases** (Dropdown)
- 10.5.2. Confirmed COVID-19 PAX cumulative cases** (Dropdown)
- 10.5.3. COVID-19 rate on crew** Valor Indefinido
- 10.5.4. COVID-19 rate on passengers** Valor Indefinido

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.

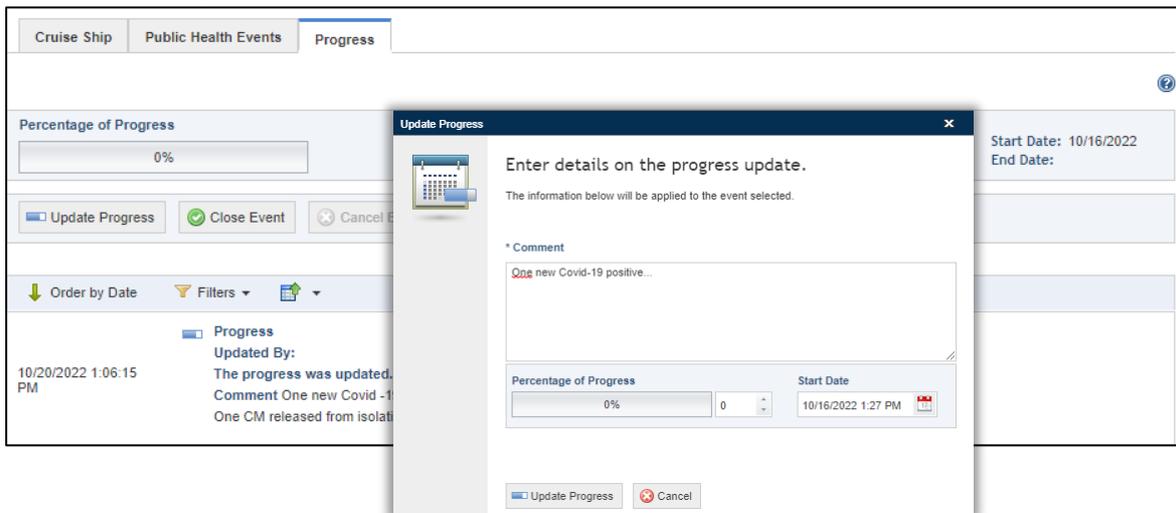
Attention! The number of cases must be reported in a cumulative way, so during the same cruise trip Event form your number of cases must not be decreased until the end of the cruise.

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)

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 of call and Events

Month	Day	Cruise ship N° 01	Hour	Event code	Note/Situation
DEC	8	At sea		EVTD202101	Cruise ship staff send this report between 24 and 36 hours before the ship arrives in the First port in Brazil.
DEC	9	At sea			The First port in Brazil
DEC	10	At sea			Cruise voyage: To update the daily notification
DEC	11	Santos	08:00 20:00		Cruise voyage: To update the daily notification
DEC	12	Ilha Grande	09:00 16:00		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	EVTD202102	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		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"