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Using the Close Contact Exemption Scheme

Purpose

The purpose of the Advisory is to give more detail to operators using, or planning to use, the Government's Close Contact Exemption Scheme (CCES), administered by the Ministry for Business, Innovation and Employment (MBIE).

Critical classification

As a transport business, you are considered a critical service, and your employees are considered critical workers.

Information on the application process

The CCES scheme is designed to give an exemption to workers who have been advised they are a close contact of a positive Covid-19 case, to continue going to work if they are vaccinated, asymptomatic, and test negative for Covid-19 with rapid antigen tests (RATs).

If you wish to have workers that are identified as close contacts return to work instead of isolating them as a business, then you must apply for the CCES by first registering your business.

Exempt workers must be vaccinated and asymptomatic and they will be able to continue to work, as long as they return a negative RAT prior to each day/shift they are at work during the isolation period, and follow specific health protocols. They will only be allowed to go to work, not anywhere else.

You can register your company for CCES with MBIE now. Please see our previous advisory DK-09 or the Government's advice [here](#) for more information.

As part of this sign-up process, you should receive a confirmation (likely an email, or document on the government portal) that you are registered in the **Critical Services Register**. This will include an application number. Your employees will need copies of this when they go to collect RATs.

When you register, you should also get information about next steps.

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Your employees will also need a **Critical Worker Authorisation Letter**. You can prepare these in advance. This letter must cover the following:

- A rationale why the business and worker are critical: state that you are a “*transport and logistics business*” and fall under the “*support systems and services critical sector*”
- An outline of the protocols your worker will be following to mitigate transmission risks: mask wearing, social distancing, etc
- Your unique code/application number from your **Critical Services Register** confirmation (above)
- The worker’s workplace identification (if they have one).

Once one of your employees is confirmed as a close contact, have them complete [this Rapid Antigen Test Order Form](#) from the Ministry of Health. They will have to select which site they would like to pick up their RATs from. You can find which site works best [here](#). You can also call 0800 222 478.

It is also possible to self-identify as a close contact. This is in place for you to get on the front foot of the process should an employee know they are a close contact, but have yet been processed by Ministry of Health and have not received a text. This is to be expected if case numbers get very high.

- You can get information on how to know if you’ve been a close contact [here](#).
- You can self-identify [here](#). You will then be sent a text within two hours to confirm you as a close contact.

When your employee goes to the collection site to pick up their RATs they will need the following:

- Evidence from the Critical Services Register that the employer is registered (from your businesses application to the CCES as mentioned above)
- Critical worker authorisation letter (as described above)
- Workplace ID (if applicable)
- Personal ID (driver’s licence)
- Text message confirming they are a close contact
- Vaccine Pass

It is also possible to pick up RATs on behalf of other people. You will still need to bring the above information for each person that you are picking up on behalf of. Where applicable (such as with the text) a screenshot or photo will be accepted in place of the original.

Exempt critical workers need to test before each work day/shift. After testing they will need to record their result in their My Covid Record. More information on this is available [here](#).

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Transporting New Zealand would like to advise that this system only went live this week and the government departments working on it regularly update their processes and advice. This is the advice we have to hand and we will update you if anything changes.

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