MODU OFFSHORE TRAVEL DURING COVID-19 OUTBREAK – NORWEGIAN CONTINENTAL SHELF

L3-MODU-NO-HSE-PR-038

<table>
<thead>
<tr>
<th>CHAP. NO</th>
<th>DESCRIPTION</th>
<th>REV. NO</th>
<th>DATE</th>
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<tr>
<td>4.2, 4.3.3, 4.3.7</td>
<td>Change of quarantine regulations, use of face mask, specification of GDPR regulations</td>
<td>4</td>
<td>02.06.20</td>
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<td>1.2, 2, 4.3.7, 5, App 3</td>
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<td>3</td>
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<tr>
<td>All</td>
<td>New</td>
<td>0</td>
<td>08.04.20</td>
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Hard copies of this procedure are uncontrolled copies.
1 PURPOSE AND SCOPE

1.1 PURPOSE

There is a need to limit the spread of infection in connection with the ongoing outbreak of COVID-19. The main purpose of this guideline is to minimize the risk of infection before departure and thus also on board the MODU units. To further limit the risk, a separate pre-departure instruction is now introduced; this instruction.

1.2 SCOPE

This temporary instruction applies as a minimum requirement for Odfjell Drilling MODU units on the Norwegian continental shelf. The reason for this is the easier access and logistics to public health services MODU has on the Norwegian continental shelf for potential or confirmed infection cases.

This instruction is based on internal routines and different operators' Covid-19 travel instructions and are considered to meet the expectations and requirements set by both authorities and operators for operations on Odfjell Drilling MODU units on the Norwegian continental shelf.

This instruction has been reviewed, and approved, by Odfjell Drilling’s Data Protection Group.

1.3 DURATION OF INSTRUCTIONS

These instructions will remain in force until further notice, and the content will be subject to continuous assessment. The duration will depend on measures defined for society in general, and the overall risk of infection in the general public.

2 DEFINITIONS & ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>FHI</td>
<td>Norwegian Institute of Public Health (NIPH)</td>
</tr>
<tr>
<td>COVID-19</td>
<td>Corona Virus infection</td>
</tr>
<tr>
<td>FAL</td>
<td>Responsible Company Doctor</td>
</tr>
<tr>
<td>GDPR</td>
<td>General Data Protection Regulation</td>
</tr>
<tr>
<td>'Helsenorge'</td>
<td>The public website for your health (Norway)</td>
</tr>
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3 RESPONSIBILITIES & AUTHORITIES

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>SVP QHSE</td>
<td>Responsible for updating this guideline when circumstances change. Make this instruction known to MODU management and SCM.</td>
</tr>
<tr>
<td>Rig Manager</td>
<td>Responsible for making this guideline familiar to rig crew, service personnel and client</td>
</tr>
<tr>
<td>VP SCM</td>
<td>Responsible for making this guideline familiar to OD MODU subcontractors</td>
</tr>
<tr>
<td>OIM</td>
<td>Overall responsible for monitoring infection control on own MODU unit</td>
</tr>
<tr>
<td>Medic</td>
<td>Responsible for actions attributed to the Medic in this guideline</td>
</tr>
<tr>
<td>HR Coordinator</td>
<td>Responsible for actions attributed to the HR Coordinator in this guideline</td>
</tr>
<tr>
<td>VP Operations</td>
<td>Responsible for assessing and approving any application for exemption from this guideline</td>
</tr>
<tr>
<td>Company Doctor (FAL)</td>
<td>Responsible for actions attributed to Responsible Company Doctor (FAL) in this guideline</td>
</tr>
</tbody>
</table>

4 DESCRIPTION

4.1 General advice and expectations for all employees

The authorities have adopted regulatory amendments to allow for several of the measures that have been implemented to curb the spread of Covid-19 infection. To curb the spread of infection is essential to avoid overloading the health service, as well as protecting those among us who are particularly at risk of developing serious illness.

Regulations on infection control measures, etc. by corona outbreak (COVID-19 Regulations) regulates this and applies to everyone staying in Norway.

A summary of regulations is as follows:
- Quarantine after arrival in Norway
- Quarantine after close contact with a confirmed infected person
During the quarantine, one must stay in one's own home or at another suitable place of residence, (including hotels arranged by your employer), and the following guidelines apply:

- those who live together can socialize normally but shall avoid visits
- do not go to work or school
- do not use public transport
- you can take walks if a good distance to others is adhered to
- you can do your necessary shopping at groceries or pharmacy
- negative testing to Covid-19 will not shorten the quarantine period

If you are infected or develop respiratory symptoms during the quarantine period, you should be in isolation (in your own home or other suitable place of residence). This means;

- do not leave the ‘home’
- keep a distance from others in the home where you live
- stay home from the start of feeling symptoms of respiratory infection, up to 7 days after symptom relief

4.2 Quarantine

As of 01.06.2020 the following quarantine rules apply (ref. Covid-19 regulation):

- 10 days quarantine before travelling offshore for:
  - anyone who has had close contact with someone who has been diagnosed with Covid-19 infection.
  - anyone arriving in Norway, with the following exceptions:

  - Persons crossing the border to Norway from the Nordic countries, with the exception of Sweden, during travel between residence and place of work in these countries, are exempt from quarantine during the time they travel between residence and place of work and in the time they are working:
    - This quarantine exemption does however not apply for Swedish personnel going to Odfjell Drilling MODU, units on the Norwegian continental shelf. The reason for this is the ongoing spread of infection, as well as the more lenient infection prevention measures that have been implemented in Sweden
    - The health services, in cooperation with Odfjell Drilling, have decided that a 7-day quarantine period at a ‘hotel’ is mandatory (arranged by your employer) for personnel from Sweden before travelling offshore
    - Exceptions can be sought if personnel is critical to the operation. The application for exemption shall be filed in Synergi, Risk
assessed by OD Company Doctor and approved by OD VP Operations MODU.

- Quarantine after travelling abroad/arrival in Norway:
  - When symptoms (cough, fever, shortness of breath) during a 14-day quarantine stay, no travel offshore within 21 days.
  - When symptoms (cough, fever, shortness of breath) lasting more than 14 days after traveling abroad; no travel offshore until 7 days after symptoms cease.

If any of the above applies to you, contact your line manager as soon as possible, and before traveling to/arriving at the heliport.

For personnel who fall into the above categories, and who are already offshore, offshore management, in collaboration with the rig medic (and if necessary Odfjell Drilling Company Doctor (FAL) must perform a risk assessment.

### 4.3 Preventive measures before travelling offshore:

The restrictions on offshore travel are regularly updated and changes may occur. MODU units may also be subject to additional restrictions from the client/operator. Agreed client-imposed restrictions must always be followed.

#### 4.3.1 For all employees:

Everyone must follow the advice of the Norwegian Institute of Public Health and measures for the general population. This applies to both those who live and reside in Norway, but also personnel residing abroad are expected to familiarize themselves with and comply with the advice and guidelines of the Norwegian authorities, referred to below.

This, of course, as a minimum or in addition to the authorities' recommendations where the individual lives.

Information and advice can be found here;

- Helsenorge [https://helsenorge.no/](https://helsenorge.no/) (in Norwegian only)

#### 4.3.2 Guidelines for turnout

Personnel scheduled to travel offshore shall report to the heliport at the start of their rotation – in other words, the date/time the person is scheduled to travel offshore as listed in Dawinci. Potential stays at a ‘quarantine hotel’, ref. Quarantine section 2.2 of this instruction, must be completed by the listed offshore travel date in Dawinci.

#### 4.3.3 Travel instruction

If you travel by air to get to your designated heliport, be aware that most airlines require the use of facemasks during the whole flight. The airline will not provide you with
facemask, which means that you have to bring your own. Odfjell Drilling encourages you to do use a facemask even if the airline you are traveling with does not require this. Facemasks will be provided on-board if you are offshore on one of Odfjell Drilling's MODUs, both for your return to home and for your next offshore hitch.

Avoid public transport on the journey to the heliport, use your own car to the extent possible. When driving remember:

- Observe driving and rest time regulations. This means; be rested at the start of the journey, max. 10 hours driving time per day with necessary breaks (recommended minimum 45 minutes per 4.5 hours).
- Adhere to the authorities' recommendations regarding stops/breaks
  - Keep good distance to others (during breaks or on ferry) - 1 to 2 meters.
  - Ensure good hand hygiene and awareness at touch points (i.e. refuelling, ferries etc.)
  - Avoid touching yourself in the face
- Avoid public places, such as shops and cafes. Bring food and beverages for the entire trip with you from home.

Taxi should be avoided to the extent possible and transport between hotel, airport and heliport will be informed by rig management.

When using public transport such as aircraft and trains, always follow the following precautions:

- Keep a distance to each other – 1 to 2 meters
- Ensure good hand and cough hygiene
- Avoid touching yourself in the face
- Pay attention to relevant points of contact in connection with i.e.:
  - Security control
  - Boarding
  - Bagage handling

At the helicopter terminals and during helicopter transport, a number of infection prevention measures have been implemented:

4.3.4 Helicopter terminal

- Security/terminal personnel are constantly informed of new departure criteria. Extra security guards asking questions about travel history and Covid-19 symptoms at the terminal entrance
- Increased frequency of cleaning at the terminal and check-in machines and other facilities
In case of suspected contamination, the terminal is emptied (when necessary) and cleaning/disinfecting is carried out where potential contamination is located.

- Routines for handling of personnel who show up on heliport with covid-19 symptoms are established.
- Physicians have assessed the infection barriers on all heliports.

4.3.5 Helicopter

- Aircondition/ventilation in helicopter is switched off in the passenger cabin to avoid circulation.
- As a precautionary measure against Covid-19, we ask all passengers to retain the boarding card until arriving offshore.
- Helicopters are washed between each trip, which includes headrest, headset, belt, PLB and safety brochure.
- In addition, the helicopters are disinfected once a day iaw. EASA's new Covid procedure.
- Personnel travelling back from the rig because of quarantine regulations use face mask and gloves as extra safety measures based on risk assessment according to predefined categories.
- Specific procedures have been established for transporting Covid-19 MedEvac and close contacts.
- Temporary max. POB of 12 persons during travel offshore.

4.3.6 Before travelling offshore

All OD offshore employees shall contact the unit's medic/OD FAL if they have underlying health factors that make the employee a particular risk group for the development of serious illness as a result of covid-19.

Subcontractors shall inform the OD unit's medic/OD FAL if their employees are in a particular risk group for the development of serious illness as a result of covid-19.

Defined risk groups are:

- Older people (>65 years)
- Adults with:
  - Cardiovascular disease (former heart attack - treated with stenting/surgery, heart failure, angina or high blood pressure)
  - Chronic lung diseases (Severe asthma, COPD, cystic fibrosis)
  - Diabetes (type I or II)
  - Cancer (under treatment) or other immunosuppressive therapy

For personnel who fall into the above categories, and who are already offshore, offshore management, in collaboration with the rig medic (and if necessary Odfjell Drilling Responsible Company Doctor (FAL) must perform a risk assessment.
4.3.7 Pre-departure phone calls:
OD HR Coordinator makes a call to OD employees between 9-7 days prior to travelling offshore (use attachment 1) and OD Medic makes a call to OD employees 1 day prior to travelling offshore (use attachment 1). These conversations shall be conducted with all Odfjell Drilling employees.

Odfjell Drilling's subcontractors shall conduct a conversation with its employees between 9-7 days before travelling offshore (use attachment 2) and a conversation 1 day before travelling offshore (use attachment 2). The completed form shall be sent to the OD’s Medic the day before departure.

The information being collected prior to the mobilization is handled in accordance with the principles in L1-CORP-HR-PR-017 Corporate Data Protection Procedure. More specifically, the information is:

- Collected by the OD Medic. When in doubt, the responsible doctor (FAL) for the rig is consulted.
- The conclusion; that is yes/no (fit for work/travel offshore) is communicated to HR
- No medical information is shared with HR/the rest of the organization
- The information is saved by the OD Medic, on a file/format only accessible by them
- The information is not stored more than the actual offshore working period + 2 weeks, and will be deleted after this period

Handling of the above information is described in the work instructions from OD FAL to the unit's medic.

**Client and Client Subcontractors:**
Clients are asked to handle the administration and follow-up of accompanying documentation on behalf of both Client and Client subcontractors (ref. Appendix 3). Such personal information shall not be shared with OD but recorded by Client and/or Client subcontractors as agreed between them in accordance with their individual GDPR procedures. Confirmation from Client that OD procedure for offshore travel is followed by Client and Client subcontractor is required.

The purpose of these pre-departure conversations is to clear employees with regard to infection risk, and to assess whether the individual has been, or is exposed to potential infection risk. If a person has not followed recommendations or has been in situations posing a particular risk, the Medic shall consult with OD Responsible Company Doctor (FAL) and perform an individual risk assessment of whether he/she can travel offshore, and if necessary, what measures are required.

‘Pre-departure conversations’ are being performed by phone by OD HR and OD Medic, as well as subcontractors, and are documented using attachment 1 and 2 to this instruction. The Medic will contact the Responsible Company Doctor (FAL) for further clarification if any of the questions are answered with a «Yes».
5 REFERENCES

OD CMS L1-CORP-HR-PR-017 - CORPORATE DATA PROTECTION PROCEDURE

Regulations relating to infection control measures etc. in connection with the coronavirus outbreak (COVID-19 Regulations)
https://lovdata.no/dokument/SFE/forskrift/2020-03-27-470

Circular I-3/2020 - Revised circular on quarantine upon arrival in Norway (not available in English)
https://www.regjeringen.no/no/dokumenter/rundskriv-i-32020---revidert-rundskriv-om-karantene-ved-ankomst-til-norge/id2696255/

Norwegian Institute of Public Health: Definitions of close contacts to confirmed cases COVID-19

Norwegian Institute of Public Health: Social distance, quarantine and isolation
6 APPENDICES

Appendix 1: Pre-departure interview form for OD employees

<table>
<thead>
<tr>
<th></th>
<th>Conversation 1</th>
<th>Conversation 2</th>
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</thead>
<tbody>
<tr>
<td><strong>Guiding questions:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the employee have symptoms of respiratory infection? Cough, sore throat or difficulty breathing.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Comment:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the employee had a fever in the last week prior to travel offshore?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Comment:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the employee live in the same household with persons who have upper respiratory infection (cough, sore throat, difficulty breathing or fever), or confirmed or suspected Covid-19 infection?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Comment:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the employee or anyone in the same household had close contact with a person confirmed to be ill with Covid-19 infection or strong suspicion of Covid-19 infection?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Comment:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the employee exposed themselves to elevated risk of infection in the period prior to travel offshore? E.g. travel abroad, visits to hospitals, large crowds or similar?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Comment:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After review of planned travel route to the heliport, is the employee exposed to risk of infection on the trip?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Comment:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a condition that makes the employee particularly at risk of serious illness if he or she is infected by Covid-19?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Comment:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you believe that the employee understands the gravity of the situation, and is aware of his/her responsibility to control infection?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Comment:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee name:  
Telephone number:  
Place of residence:  
Offshore travel date:  
Date of 1st conversation: (OD HR)  
Signature HR:  
Date of 2nd conversation: (OD Medic)  
Signature Medic:  

Comment:
Appendix 2: Pre-departure interview form for subcontractors

<table>
<thead>
<tr>
<th>Employee name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone number:</td>
<td></td>
</tr>
<tr>
<td>Place of residence:</td>
<td></td>
</tr>
<tr>
<td>Offshore travel date:</td>
<td></td>
</tr>
<tr>
<td>Date of 1st conversation:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date of 2nd conversation:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

### Guiding questions:

<table>
<thead>
<tr>
<th>Conversation 1</th>
<th>Conversation 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Does the employee have symptoms of respiratory infection?**
Cough, sore throat or difficulty breathing.

**Comment:**

**Has the employee had a fever in the last week prior to travel offshore?**

**Comment:**

**Does the employee live in the same household with persons who have upper respiratory infection (cough, sore throat, difficulty breathing or fever), or confirmed or suspected Covid-19 infection?**

**Comment:**

**Has the employee or anyone in the same household had close contact with a person confirmed to be ill with Covid-19 infection or strong suspicion of Covid-19 infection?**

**Comment:**

**Has the employee exposed themselves to elevated risk of infection in the period prior to travel offshore?**
E.g. travel abroad, visits to hospitals, large crowds or similar?

**Comment:**

**After review of planned travel route to the heliport, is the employee exposed to risk of infection on the trip?**

**Comment:**

**Is there a condition that makes the employee particularly at risk of serious illness if he or she is infected by Covid-19?**

**Comment:**

**Do you believe that the employee understands the gravity of the situation, and is aware of his/her responsibility to control infection?**

**Comment:**
Appendix 3: Letter to clients

Your ref.          Our ref. 2066323/jmy          Bergen, 16. April 2020

Offshore travel during COVID-19 outbreak - Temporary travel procedure for travelling to Odfjell Drilling’s Mobile Offshore Drilling Units

There is a need to limit the spread of infection in connection with the ongoing outbreak of COVID-19 to safeguard the health of all onboard our MODUs as well as to secure continuous operation.

In order to minimize the risk of infection prior to departure and thus also onboard our MODU units, a temporary travel procedure is prepared.

Odfjell Drilling will handle the procedure and follow-up for Odfjell Drilling employees as well as for Odfjell Drilling’s subcontractors.

To prevent virus infection onboard Odfjell Drilling MODU, to safeguard the health of onboard personnel as well as continuous operation, we ask our Clients and Client’s subcontractors to follow the Odfjell Drilling travel procedure as a minimum.

In order to avoid duplex administration, we kindly ask for a written confirmation that you will follow Odfjell Drilling’s travel instruction as a minimum for Client employees and Client subcontractors travelling to Odfjell Drilling MODUs, and that you will handle the administration and follow-up of accompanying documentation on behalf of both Client and Client subcontractors. This means that, with reference to the procedure’s section 4.3.7 - second paragraph (telephone calls and use of attachment 2) is expected to be handled by the Client and Client subcontractor and not by Odfjell Drilling and MODU Medic.

If you have identical or more stringent instructions in place, please confirm so and provide us with a copy of your travel instruction.

Thank you for joining us in this approach towards a continuous virus-free offshore environment.

Best regards
Odfjell Drilling AS

Docuigned by:
Lars Morten Tveit
VP Operations MODU

Docuigned by:
Janike A. Myre
SVP QHSE

Copy to: Rig Managers, Helge Mauback, Edvin van Gelder, Tove Spjeld

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