



## Company Instructions – Handling the corona situation

Rev.	Date	Description of change	Prepared by	Verified	Approved
0.1	06.03.2020	Draft for comments	J.E. Hidle	H Kvernstrøm	M Blaasmo
1.0	07.03.2020	Approved for publication	J.E. Hidle	H Kvernstrøm	M Blaasmo
1.1	07.03.2020	Updated to reflect new travel advice from Directorate of Health	J.E. Hidle	R.A. Reiersen	M Blaasmo
1.2	11.03.2020	Updated to reflect new travel advice and home office	J.E. Hidle	H.T. Haslerud	M Blaasmo
1.3	12.03.2020	Updated to reflect new instruction from HL and authorities	J.E. Hidle	H.T. Haslerud	M Blaasmo
1.4	13.03.2020	Updated, home office and private travel.	J.E. Hidle	H.T. Haslerud	R. Miller
1.5	15.03.2020	Updated, quarantine	J.E. Hidle	H.T. Haslerud	R. Miller
1.6	19.03.2020	Updated, HR, absence in connection with closed schools, etc.	J.E. Hidle	T. Sande	R. Miller
2.0	24.04.2020	Merged onshore and offshore instructions, updated and changed name of document	J.E. Hidle	H.T. Haslerud	R. Miller
3.0	08.05.2020	Updated, regarding upcoming re-opening of office and recreational activities	J.E. Hidle	H.T. Haslerud	R. Miller
4.0	15.05.2020	Updated, private travel	J.E. Hidle	H.T. Haslerud	R. Miller
5.0	29.05.2020	Updated, opening offices, infection control in offices, private travel and minor text adjustments	M. Skjeggstad	H.T. Haslerud	J.E. Hidle
6.0	05.06.2020	Updated, work travel, courses, conferences and gatherings	M. Skjeggstad	H.T. Haslerud	J.E. Hidle
7.0	12.06.2020	Updated, health certificate as well as minor adjustments for conference rooms, distancing, etc.	M. Skjeggstad	H.T. Haslerud	J.E. Hidle
8.0	04.08.2020	Updated office openings, home office, travel, gatherings, etc.	M. Skjeggstad	L. Aaberge	M. Skjeggstad
9.0	20.08.2020	General update, including travel, offices, etc.	M. Skjeggstad	H.T. Haslerud	J.E. Hidle
10.0	11.09.2020	General update and coordination with instructions for home offices	M. Skjeggstad	H.T. Haslerud	J.E. Hidle
11.0	30.10.2020	Update on handling infection at the offices, compliance with local infection control measures and adjusted requirements when entering Norway from abroad	M. Skjeggstad	H.T. Haslerud	J.E. Hidle
12.0	15.01.2021	Ch. 6.2: Quarantine period prior to working at Aker BP offices Ch. 8: Number of participants in meetings and gatherings	M. Skjeggstad	J.O. Næsheim	J.E. Hidle
13.0	20.01.2021	Added overview of key abbreviations Ch. 10: Corrected references	M. Skjeggstad	J.O. Næsheim	J.E. Hidle
14.0	19.03.21	Updated Chapter 6 regarding visitors from abroad and possible exceptions from entry restrictions.	M. Skjeggstad	J.O. Næsheim	J.E. Hidle

## About this document

<b>Purpose</b>	The objective of this document is to communicate the company's instructions for the steps we are taking to safeguard our employees, our colleagues, social responsibility to curtail the spread of contagion as well as to maintain our business activities.
<b>Applies to</b>	This document concerns everyone who works for Aker BP, permanent employees and contracted personnel alike. It applies for all locations where the company is active.
<b>Revision period</b>	As needed
<b>Deviation/ Exception</b>	If requirements described in this document cannot be followed, the deviation/exception process shall be applied. Exceptions from these instructions must follow the method indicated in Chapter 12.

<b>Role</b>	<b>Name</b>
Owner	Jan Erik Hidle (HSSE Manager/ AKL lead)
Verified by	Håvard Haslerud (Operations Manager) / John Olaf Næsheim (FAL)
Coordinator	Magnus Skjeggstad (AKL HSE)

<b>Abbreviation</b>	<b>Description</b>
AKL	Action management team
FAL	Responsible doctor
FAS	Forus Alarm Sentral (Forus Emergency Centre)
FHI	Norwegian Institute of Public Health
NOROG	Norwegian Oil and Gas

## Table of Contents

1	Situation .....	4
2	Information about development .....	4
3	Quarantine, suspected contagion and confirmed infection.....	5
4	Personal health – vulnerable personnel.....	6
5	Self-certification and sick leave related to Covid-19.....	6
6	Offices.....	7
	6.1 General	7
	6.2 Visits at office locations	7
	6.2.1 Exceptions from entry restrictions for personnel with technical competence unavailable in Norway	8
	6.3 Hygiene and distance at the office locations	9
7	Transport and travel .....	10
	7.1 Transport to and from the office	10
	7.2 Work travel	10
	7.3 Leisure and holiday travel	10
8	Conferences, gatherings and courses .....	11
	8.1 Onshore employees	11
9	Recreational activities .....	11
10	For managers.....	12
	10.1 Guidelines for handling a suspected/confirmed Covid 19 case	12
	10.1.1 Relevant definitions	13
	10.1.2 Handling potential/suspected Covid-19 case	14
	10.1.3 Handling a confirmed Covid-19 case	15
11	Contacts.....	16
	11.1 HR	16
	11.2 FAL (Responsible doctor)	16
12	Exception process.....	16

	Company Instructions – Handling the corona situation		
	Doc. no.: 81-001265	Rev. no.: 14.0	Page: 4 of 16

## 1 Situation

Over the last year, we've all witnessed the development of a global virus outbreak.

Throughout this period, Aker BP experienced a relatively low number of infected personnel. Of course, it's very important that we all avoid getting infected, avoid infecting others – and maintain our activities in demanding times.

Aker BP's paramount goal is for no one to be infected by Covid-19 in the workplace, as well as contribute toward reduced infection in society.

**If public guidelines (national or local) are more stringent than the requirements in these instructions, the public guidelines must be followed.**

**NOTE:** If you are travelling offshore to one of our producing facilities, you must familiarise yourself with Aker BP's *offshore travel instructions* – and comply with its directions. You can find the offshore travel instructions on our website, [akerbp.com/offshore/koronaviruset/](http://akerbp.com/offshore/koronaviruset/).

Rigs connected by bridge to a production facility will follow the Aker BP offshore travel instructions.

If you are travelling to a rig operated by Maersk or Odfjell, you must follow their instructions, which can also be found at [akerbp.com/offshore/koronaviruset/](http://akerbp.com/offshore/koronaviruset/).

## 2 Information about development

All employees have an obligation to stay up to date about the corona situation. You can do this by reading the information published on WorkPlace in the “Aker BP coronavirus” group.

**NOTE:** It is very important that you stay up to date on whether or not you are subject to quarantine. [The information can be found here on the Norwegian Directorate of Health's website.](#)

You can find information about changes in the situation and any changes in measures on FHI.no, hels norge.no and norog.no.

### 3 Quarantine, suspected contagion and confirmed infection

- I. The Norwegian Institute of Public Health recommends that anyone who has symptoms of Covid-19 should be tested as soon as possible. This includes everyone with a newly presented respiratory infection or other symptoms that a physician suspects may be caused by Covid-19. Covid-19 often has the following symptoms; fever, cough, shortness of breath, losing the sense of taste or smell, sore throat, or generally feeling unwell. People with symptoms of Covid-19 must, as soon as possible, contact their general practitioner or A&E in their municipality via telephone to clarify the indication and time of testing. Do not visit the internal health service, but inform your immediate supervisor via telephone. One cannot work at the office while awaiting a test result.
- II. People with the symptoms mentioned above who have tested negative for Covid-19 can work at the office one day after being symptom-free.
- III. People with proven Covid-19 must not work at the office until agreement has been reached with FAL (must have been symptom-free for at least 3 days, and at least 8 days must have passed since the symptoms presented).
- IV. Subject to agreement with FAL, people with proven Covid-19, but who have not had any symptoms, can report to the office. (No earlier than 10 days after the date of the positive test)
- V. Members of households or equivalently close contacts of people with confirmed Covid-19 illness, but who themselves are entirely symptom-free, must not work at the office until at least 10 days have passed since such contact. Members of households or equivalently close contacts with lasting contact with persons with confirmed Covid-19 illness, must not work at the office until 10 days have passed since the person(s) are symptom-free.
- VI. People who have been in close contact with likely/suspected Covid-19 cases, but who themselves are entirely symptom-free, must not work in an office until 10 days after such contact.
- VII. If the employee has children in kindergarten or school who must be kept home as a result of respiratory symptoms, the employee must not work at the office until the child returns to school/kindergarten in accordance with municipal rules.
- VIII. If a member of an employee's household is defined as a close contact, and has no symptoms, the employee must stay home until a negative test result (for the close contact) is received, and must be extra vigilant of symptoms in the household.
- IX. If you have tested positive for Covid-19, you must inform your supervisor, who in turn will inform the Forus Emergency Centre (FAS) via telephone +47 5135 3100. FAS will then contact 2<sup>nd</sup> line emergency response /AKL, so that necessary measures linked to identifying close contacts and infection cleaning of offices can be carried out efficiently. If you cannot reach your supervisor, you must contact FAS as soon as possible.
- X. If you are subject to mandatory quarantine, you must not work at the office even if you are not ill. Inform your supervisor and HR about your mandatory quarantine.
- XI. Entering the country from abroad may trigger mandatory quarantine, see FHI.no for up-to-date information about which countries this applies for. As regards offshore employees, please refer to the offshore travel instructions, which describes how to handle mandatory quarantine.

 AkerBP	Company Instructions – Handling the corona situation		
	Doc. no.: 81-001265	Rev. no.: 14.0	Page: 6 of 16

- XII. Mandatory quarantine as a consequence of leisure travel must be completed before your planned vacation is complete.

For definitions of confirmed Covid-19 case, likely Covid-19 case and suspected Covid-19 case, please [the Norwegian Institute of Public Health's](#) definitions.

#### **4 Personal health – vulnerable personnel**

If you or any of your close relatives have an underlying illness or a health condition that leads to a greater of developing severe illness, as described by [the Norwegian Institute of Public Health \(FHI\)](#), you can contact the company health service to have your situation assessed. Until further notice, it will be voluntary for personnel in this group to potentially return to the office.

#### **5 Self-certification and sick leave related to Covid-19**

Self-certification. Employees with absence due to illness related to Covid-19, including those in state-mandated quarantine, could lead to consecutive self-certification for up to 16 calendar days. (absence code "0234 Self-certification Covid-19")

Sick leave. Employees must record sick leave due to Covid-19 under the new code "0235 Sick leave Covid-19".

	Company Instructions – Handling the corona situation		
	Doc. no.: 81-001265	Rev. no.: 14.0	Page: 7 of 16

## 6 Offices

### 6.1 General

Aker BP is continuously considering advice from the authorities and industry organisations as regards re-opening, and we will undertake practical adaptations in consultation with employee representatives and the company health service, as the situation develops.

- The offices in Harstad and Sandnessjøen have been opened for up to 100% office capacity.
- The offices in Trondheim, Stavanger and Oslo have been opened for up to 50% office capacity.

Guidelines within this framework will be communicated by AKL on Workplace or by those responsible for the office location.

Managers will plan how to utilise the office capacity and have a dialogue with employees about working at the office or home office. Home offices should still be used if you can carry out your tasks effectively from home.

If you are stationed with a contractor or alliance, you can work in their premises presuming that the company in question complies with the FHI guidelines and that your immediate L2 supervisor in Aker BP approves of you being there.

Synergi will be used as normal to register undesirable incidents. (E.g. significant breaches of guidelines or weaknesses in infection control).

Use case type "*observation – HSE condition*" and select "*COVID-19*" in the sort field.

### 6.2 Visits at office locations

Avoid physical visits to suppliers and partners insofar as possible – use videoconferencing.

All visitors must have a contact at the office location they are visiting, including Aker BP employees from other locations. Appropriate workplaces/meeting facilities must be facilitated for visitors; normal distancing and hygiene requirements for the office location will otherwise be followed.

	Company Instructions – Handling the corona situation		
	Doc. no.: 81-001265	Rev. no.: 14.0	Page: 8 of 16

### **6.2.1 Exceptions from entry restrictions for personnel with technical competence unavailable in Norway**

If there is a need for personnel with special expertise to carry out work that requires a physical presence in Norway, it is possible to apply for exceptions from the entry restrictions (not exemption from mandatory quarantine) for personnel with technical competence.

If the person in question has an employer in Norway, the employer must handle the application, quarantine lodgings and testing during the quarantine period. Aker BP will only handle this in instances where the specialist does not have an employer registered with an enterprise in Norway.

Conditions for granting such applications are defined as follows:

- He/she must carry out work that is strictly necessary to maintain activity in the applicant's business,
- The work must be carried out with physical presence in Norway, and
- The necessary labour must not be available in the Norwegian labour market.

Additional details and a link to the application form can be found on the Norwegian Maritime Authority's website: ([link](#)).

The business unit with the need for the exception will handle the preparation and submission of the application. A copy of the application must also be submitted to [regulatory@akerbp.com](mailto:regulatory@akerbp.com) for archiving.

AKL can provide approved lodgings and testing for such personnel in Norway. Reference is made to the Offshore Travel Instructions for practical details concerning the booking of quarantine lodgings at Clarion Air, Sola and testing during the quarantine period. The individual must handle necessary tests, etc., prior to departure themselves according to agreement with their own employer.

Please note that the person in quarantine cannot carry out work during the quarantine period, and cannot stay at Clarion Air, Sola, once the quarantine ends. At this point, the person in question must have accommodations elsewhere.

### 6.3 Hygiene and distance at the office locations

More stringent requirements for hygiene and distance will apply for a long time to come. All employees must exercise good hand hygiene and coughing habits in accordance with information from FHI (Norwegian Institute of Public Health) and the Directorate of Health.

Cleaning has been intensified in our offices, and potential infection points will be cleaned frequently. We will also ensure that workplaces and furnishings are arranged such that you can have a prudent physical working environment and ensure that necessary infection control can be maintained.

Distance to others is the most important factor in avoiding infection. Indoor contact with others at a distance of less than 2 metres for more than 15 consecutive minutes will qualify you as a close contact and subject to quarantine if the person turns out to be ill.

This is why you must follow the rules for good hygiene and maintain a prudent distance from other people in the office. You must never be less than 2 metres from others for more than 15 minutes, and never closer than 1 metre.

#### Rules:

- I. Wash your hands or use disinfectant from dedicated stations in the building within 5 minutes of arriving, always before a meal, every time you use the bathroom and at least every 2 hours during the workday.
- II. Maintain a safe distance of 2 meters to people you spend more than 15 minutes with. Limit the time spent in parts of the building you don't work yourself.
- III. Avoid queues/ groups of people
- IV. Keep your desk tidy and clean your keyboard, mouse and other contact points in your workspace with disinfectant wipes before using it. (Preferably use pre-moistened wet wipes from "Antibac" intended to disinfect keyboards, mice and screens)
- V. Avoid using lifts insofar as possible. Use the stairs – remember to wash your hands after touching the handrail.
- VI. Do your best to avoid touching your face (eyes, nose, mouth) and minimise direct contact with surfaces that are frequently touched by many people.
- VII. Cover your mouth and nose with a single-use tissue/paper if you cough or sneeze, or alternatively cover using your elbow/arm. Dispose of the tissue/paper in a waste bin and then wash your hands.
- VIII. Use digital meetings, insofar as possible. If conference rooms must nevertheless be used, you must avoid establishing close contacts. You must therefore follow the 2-metre rule and use conference rooms that are big enough. Maximum occupancy in each conference room is listed on the doors. Limit the duration of meetings, and ensure regular air replacement in the conference room.
- IX. If you feel ill at work, let your supervisor know immediately and then go home.

	Company Instructions – Handling the corona situation		
	Doc. no.: 81-001265	Rev. no.: 14.0	Page: 10 of 16

## 7 Transport and travel

### 7.1 Transport to and from the office

- I. When travelling to and from an Aker BP office, you must limit your use of public transportation as much as possible. Use your own car, motorcycle, bicycle or walk if possible.
- II. Follow current local recommendations from FHI when using public transport (face mask).
- III. Remember that Aker BP practises flexible work hours and feel free to use this to avoid travelling during rush hour.
- IV. Avoid visiting places where many people congregate and avoid areas where queues could form.

### 7.2 Work travel

- I. Work travel, including travel between office locations, must only take place when this is necessary to maintain production (e.g. offshore travel), safeguard important expertise (e.g. courses), avoid considerable costs/ delays or loss of business opportunities. Extensive use of videoconferencing is preferable.
- II. All travel must be approved in advance by your immediate supervisor.
- III. In the event of travel between office locations, one must have a contact at the receiving office location who will confirm the availability of a workspace/meeting facilities before the travel.
- IV. We recommend using your home office for at least 3 days if you have had an elevated risk of infection in connection with business travel.
- V. Foreign travel is generally not permitted. Only the L1 manager for your business unit (BU) can approve exceptions from this requirement.

### 7.3 Leisure and holiday travel

- I. Aker BP refers to relevant official travel advisories and restrictions. These are published on [the FHI website](#), "*Infection control advice for holidays and travel as regards coronavirus (Covid-19)*".
- II. As regards foreign travel, we refer to the Ministry of Foreign Affairs' [travel advisories](#). Please note that foreign travel could involve a mandatory quarantine requirement when you return to Norway. You can read more about this on [the FHI website](#), "Quarantine for people entering Norway from abroad". In such instances, any quarantine period must be complete by the agreed reporting time at your workplace. Workplace means reporting at the heliport to travel offshore, departure hotel, or reporting at your office/work location onshore. If you have particular needs, you can agree with your supervisor to use your home office if mandatory quarantine is triggered as a result of entering Norway.
- III. Employees who have been abroad must work from their home office for 10 days after returning. This applies for all countries.

	Company Instructions – Handling the corona situation		
	Doc. no.: 81-001265	Rev. no.: 14.0	Page: 11 of 16

- IV. We recommend using your home office for at least 3 days if you have had an elevated risk of infection in connection with leisure/leisure travel.

## 8 Conferences, gatherings and courses

It will be possible to participate in important courses and conferences, presuming that the organiser has implemented necessary infection control measures and that the course venue has a designated infection control lead. Aker BP's course department will follow up to ensure that infection control requirements are safeguarded by the course organiser.

Any clarifications will be communicated by AKL on Workplace.

Necessary gatherings and meetings for up to 10 people can take place at Aker BP locations presuming that relevant infection control measures are followed; visitors must follow the guidelines for work travel laid out in Ch. 7.2.

Joint drills are suspended until further notice.

Aker BP has established a joint exception (Synergi 187055), and extended the validity of safety and emergency response courses which expired after 13 March 2020 until further notice.

### 8.1 Onshore employees

Participation in courses and conferences for employees on land is permitted with the following restrictions:

- I. Participation in courses must be clarified with your immediate supervisor.
- II. Use your home office for 7 days after participating in courses/conferences in external locations.
- III. No more than 4 people with the same function in the 2<sup>nd</sup> line emergency response organisation at the same course/ conference/ gathering.

In order to maintain the expertise of the standing emergency response organisation in Aker BP, there will be an opportunity to carry out on-call handovers, training and drills in the emergency control room (ECR) for the 2<sup>nd</sup> line as well as training and drills for the strategic level in the 3<sup>rd</sup> line ECR.

As regards offshore employees, please refer to the offshore travel instructions.

## 9 Recreational activities

Recreational activities (organised by Quartz) in your own leisure time are permitted insofar as they take place outside Aker BP's premises and that FHI's guidelines, and the Norwegian Confederation of Sports' guidelines (if relevant), are followed in the activity in question.

Workouts during working hours are still cancelled, both group workouts in the gym and workouts in health studios, weight rooms, etc. Aker BP's own exercise facilities are closed.

There are facility-specific rules in force offshore.

	Company Instructions – Handling the corona situation		
	Doc. no.: 81-001265	Rev. no.: 14.0	Page: 12 of 16

## 10 For managers

All managers/supervisors in Aker BP must follow and comply with the instructions in this document, as well as communicate them to their employees.

### 10.1 Guidelines for handling a suspected/confirmed Covid 19 case

Remember that the national / local health authorities are responsible for identifying, tracing and handling cases of Covid-19.

Your role as supervisor is to assist the employee (suspected case) and your team, as well as the health authorities in this process.

- Reporting
  - Suspected cases must be reported to the immediate supervisor
  - Confirmed cases must be reported to the Forus Emergency Centre (FAS) at +47 5135 3100; they will put you in touch with the 2<sup>nd</sup> line emergency response organisation/AKL's resources to assist in handling the situation.
- Contact tracing of close contacts
  - Close contact means contact with a Covid-19 patient at a distance of less than two metres for more than 15 minutes, direct physical contact or direct contact with secretions from other people. (see definitions in Ch. 10.1.1)
  - As regards confirmed cases, close contacts must be mapped if the person was at work over the last 3 days before symptoms presented. As regards suspected cases, supervisors do not need to map close contacts until infection is potentially confirmed with a test.
- Cleaning regime at work
  - Carried out according to instructions to Facility Management when a suspected or confirmed case is identified.
  - If a suspected or confirmed case has not has at work over the last 3 days before symptoms present, extra cleaning will not be necessary
  - The individual must facilitate good hygiene/effective cleaning routines through the clean-desk policy and prudent infection-conscious conduct.

Please note that people with known allergy symptoms can return to work

	Company Instructions – Handling the corona situation		
	Doc. no.: 81-001265	Rev. no.: 14.0	Page: 13 of 16

### 10.1.1 Relevant definitions

#### FHI definitions

- **Suspected case:**
  - A person with acute respiratory infection and fever, cough or shortness of breath, or who a physician determines to be a suspected Covid-19 case (symptom features can be more varied).
  
- **Likely case:**
  - Close contact in home quarantine who develops symptoms of Covid-19 (acute respiratory infection and fever, cough or shortness of breath, or someone a physician determines to be a suspected Covid-19 case) when there is no test result.
  - Aker BP recommends treating likely cases the same as a confirmed case, but this is not stipulated by the regulation.
  
- **Confirmed case:**
  - People who have proven Covid-19 through PCR or another recommended diagnostic method.
  
- **Close contacts:**
  - **Member of household or equivalent close contact:**
    - People who live in the same household as a person with confirmed or likely Covid-19 illness.
    - Have close contact equivalent to that of a household, for example in a romantic relationship with a person with confirmed or likely Covid-19 illness.
    - Have cared for a patient, or had equivalent close physical contact with a person with confirmed or likely Covid-19 illness, without using recommended protective equipment.
  - **Other close contacts:**
    - Indoors: closer than 2 metres for more than 15 minutes consecutively, regardless of position, with a person confirmed to have Covid-19.
    - Outdoors: closer than 2 metres for more than 15 minutes consecutively, face to face, with a person confirmed to have Covid-19.
    - have been in direct physical contact (e.g. shaken hands) with someone with confirmed Covid-19 disease
    - have been in direct contact with secretions (e.g. been coughed upon) from someone with confirmed Covid-19 disease
  
- How long will the in-home quarantine be?
  - [FHI distance, quarantine and isolation](#)

	Company Instructions – Handling the corona situation		
	Doc. no.: 81-001265	Rev. no.: 14.0	Page: 14 of 16

### **10.1.2 Handling potential/suspected Covid-19 case**

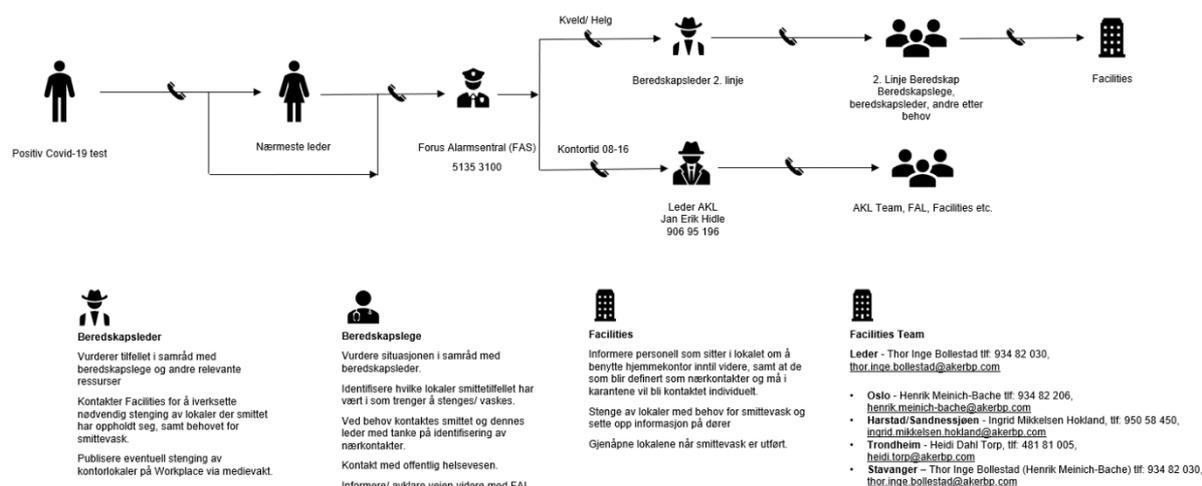
#### Guidelines for suspected infection

1. Always confirm factual information about a suspected Covid-19 case if this comes from a third party
2. Use the criteria ([definitions](#)) to find out whether this is a potential/suspected case
3. Call the employee and ask about their travel history, last day in the workplace and close contacts among employees
4. Handle all information as confidential and comply with relevant privacy legislation in all communication
5. If criteria for potential/suspected or a confirmed case apply, the person must be placed in quarantine for 10 days
6. Refer to local health authorities to determine whether / when testing will occur.
7. Identify employees who have been in contact with the suspected Covid-19 case and ask them to go home and work from their home office until further notice
8. Do not map close contacts (beyond employees) in connection with a suspected case (until it is potentially confirmed)
9. Initiate washdown in accordance with the instructions for Facility management for the work areas the suspected Covid-19 case has frequented
10. If a suspected case has not been at work over the last 3 days before he/she got sick or was put in quarantine, there is no need for special cleaning of the work area
11. Colleagues of a suspected case can return to work once the cleaning is complete, and they are not defined as close contacts. (Be vigilant for symptoms)
12. Contact the company health service if you have questions; they will consult with the company's medical officer when as necessary

### 10.1.3 Handling a confirmed Covid-19 case

#### Guidelines for confirmed infection

1. Always confirm factual information about a confirmed (tested positive) Covid case if this comes from a third party
2. A confirmed case is a person who has tested positive for Covid-19 in connection with diagnosing symptoms
3. Contact the Forus Emergency Centre (FAS) at +47 5135 3100; they will put you in touch with the 2<sup>nd</sup> line emergency response organisation's resources to assist in handling the situation.
4. Call the employee and ask about their travel history, last day in the workplace, where he/she has been and close contacts among colleagues
5. Handle all information as confidential and comply with relevant privacy legislation in all communication
6. Confirmed cases must be in home isolation for at least 3 days after they are symptom-free and at least 8 days after symptoms present. Refer to local health authorities if he / she has not already been in contact with them.
7. Trace close contacts at work using the criteria; see definitions in Ch. 10.1.1.
8. Inform employees who have been in close contact with the confirmed case, but do not use the name unless permission has been granted.
9. All close contacts at work (up to 48 hours in the past) will be subject to quarantine and associated offices will be cleaned according to guidelines from Facility Management or local health authorities. If the confirmed case has not been at work over the last 3 days before he/she got sick or was put in quarantine, there is no need for special cleaning of the work area.



Flowchart – confirmed Covid-19 case

## 11 Contacts

### 11.1 [HR](#)

In the list below, you can find the name and telephone number of the person you must contact in HR if you need to report quarantine, etc.

NAME	ROLE	TELEPHONE NUMBER
Stian Sætherbø	HR – OAD Onshore	+47 957 75 827
Ørjan Holstad	HR – OAD Offshore	+47 403 33 030
Camilla Hesstvedt	HR – RES, EXP, HSSEQ	+47 907 60 459
Kristin Haugen	HR – IMP, FIN, SBD	+47 906 90 853
Espen Bygdevoll	HR – D&W	+47 483 13 337
Geir Bjørsvik	HR – PRO	+47 926 50 060

You can also contact us by e mail: [HR@akerbp.com](mailto:HR@akerbp.com)

### 11.2 [FAL \(Responsible doctor\)](#)

NAME	ROLE	TELEPHONE	MAIL
John Olaf Næsheim	FAL	+47 975 23 824	john.olaf.nasheim@akerbp.com
Geir Pasi Gilje	FAL	+47 412 64 300	geir.pasi.gilje@akerbp.com

## 12 Exception process

If requirements described in this document cannot be followed, the deviation/exception process shall be applied.

In practice, this means that the line manager requesting the exception establishes a Synergi case associated with the relevant location.

Use "*requirement: Covid-19 requirements*".

Requirement \*  ...

Description of exception: Which requirements the exception seeks to deviate from, why the exception is needed.

An action for considering the exception is established for FAL (Responsible doctor)

The Synergi is approved by line manager.