




Instructions

Offshore travel instructions – Handling the corona situation

Document no.: 81-001222
Rev. no.: 22.0
Date: 19.03.21

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About this document


Purpose	Provide instructions for offshore travel, with necessary internal and external references, for personnel scheduled to travel offshore. The purpose is to minimise the risk of infection for travel on board. Describe how to handle any exceptions as regards personnel from abroad.
Applies to	The document applies to all installations where Aker BP is operator, and rigs connected to Aker BP installations.
Revision period	As needed
Deviation/ Exception	If requirements described in this document cannot be followed, the deviation/exception process shall be applied. Exceptions from these instructions shall follow the same procedure as stated in Chapter 5.6, AOM per asset will approve such exceptions.

Role	Name
Owner	Håvard Haslerud (Operations Manager)
Verified by	Jan Erik Hidle (HSSE Manager) / John Olaf Næsheim (Medical Lead AKL)
Coordinator	Tommy Lerøy Berntsen/Christian Rott (OIM)

Rev.no.	Date	Description of change	Prepared/approved by
20.0	2021-02-08	<ul style="list-style-type: none"> - Updated quarantine rules in table, Ch. 2.1 - Clarification of current guidelines associated with carpooling, see Appendix E - Charter flight schedule updated with new times and new stop: Torp. Applies from 23/2/21, see Appendix F - When you book a charter flight, you have to state whether or not you have been tested before departing, see Appendix F - Clarification of what in-home quarantine means, see Appendix H 	Håvard Haslerud
21.0	2021-02-26	<ul style="list-style-type: none"> - Updated quarantine rules in table, Ch. 2.1 - Personnel subject to entry quarantine must not use the restaurant at departure hotels, Ch. 2.1 - If someone is nevertheless directed to a municipal quarantine hotel, this direction must be followed, Ch. 2.1 - Travel operator for Aker BP employees changed from Egencia to Amex, see Ch. 3 - Information bulletin distributed at departure hotel updated and enclosed with instructions, see Appendix D - New charter flight with take-off from Denmark as of 2 March, see Appendix I 	Håvard Haslerud
22.0	2021-03-19	<ul style="list-style-type: none"> - Need for quarantine with reference to Section 16a of the Covid-19 Regulation is no longer needed. Updated table, Ch. 2.1 - Clarification that entry quarantine and other requirements upon entry also apply for personnel using charter flights from abroad, Ch. 2.2 - Last charter flight from Denmark on 1 April, Ch. 2.2 - Clarification that Aker BP project personnel who do not commute can spend their entry quarantine at Clarion Air, see Ch. 3 - Clarification that the necessity of any course must be considered before you participate, especially if you travel from or to municipalities subject to particularly high levels of infection control measures, Ch. 6 - Memo for display at border crossings for Aker BP employees "Confirmation – Employee of facility on the Norwegian shelf" has been updated, see Appendix C 	Håvard Haslerud

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1 Introduction and objective

Aker BP is continuously following the development of the Covid-19 outbreak and the authorities' recommendations aimed at reducing the spread of infection in society. The objective of these instructions is to reduce the risk of bringing infection on board offshore installations operated by Aker BP.

Aker BP has introduced several measures to minimise the risk for our employees and contractors who work on our behalf. These measures are described in these instructions and it is important that those who are travelling offshore make themselves familiar with the content.

It is also important to familiarise yourself with public requirements and follow the development of the Covid-19 situation in the media. We recommends [the Norwegian Directorate of Health's website](#) for good, up-to-date information. The Covid-19 Regulation can be found [here](#).

We rely on each employee to take his or her share of the responsibility to protect themselves and to make good decisions as regards his/her risk exposure at any given time.

2 Before you travel offshore

This section describes important information to keep in mind before you leave home.

2.1 Book your hotel stay and testing

Aker BP has established departure hotels for personnel with departure from Sola and Brønnøysund. Entering the country from abroad will result in mandatory entry quarantine, and a stay at a separate wing at the departure hotel Clarion Air Sola, and extra testing. The hotel in Brønnøysund cannot be used for entry quarantine. Read more about hotel booking [here](#).

Areas	Uses public transport	Does not use public transport
Norway and countries without an entry quarantine requirement² (As listed in Appendix A to the Covid-19 Regulation)	Three nights at departure hotel and testing before departure.	Can travel directly, after testing.
Countries with an entry quarantine requirement²	Seven-day quarantine upon arrival in Norway. Two tests during the quarantine period. The first on day 3 (day 2-4 depending on testing capacity). The second test must be taken prior to departure, but no earlier than 7 days after arriving in Norway.	

Note 1: You can find a description of in-home quarantine in [Appendix H](#) to these instructions.


Note 2: A separate form, *Confirmation – Employee of facility on the Norwegian shelf*, will be issued to relevant personnel for presentation during border crossing (ref. [Section 3h of Regulation No. 1423](#)). This form will also confirm that Aker BP is providing a suitable place of residence. **Please note that the employer will issue this confirmation, which means that, if you are contractor or service personnel, you must refer to your employer to obtain this confirmation.**

Note 3: Roger and Tommy are British citizens and are travelling from London to Valhall and Ivar Aasen. They are flying via Oslo, where they arrive on Monday morning at 11:00. They both depart for Sola on Monday evening. Neither can take a test until the following Monday from 11:00 at the earliest. The departure time will thus determine whether they have to spend seven or eight nights.

The nurse will contact new personnel ten to twelve days prior to offshore travel. Everyone will be contacted by the nurse one-to-two day(s) prior to departure. The content of the conversation is described in [Appendix A](#).

Use of public transport to the departure location will result in a requirement of three nights at a departure hotel.

This also applies for those who have undergone a Covid-19 infection.

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Anyone who enters Norway from abroad must register electronically prior to entry. Registration can be carried out [here](#). See [Appendix G](#) in these instructions for guidance on filling in the form.

Travellers from abroad must present a certificate proving a negative Covid-19 test upon arrival in Norway. The approved testing method is PCR or a rapid antigen test and the test must be taken no later than 24 hours before entry. The test must be booked and arranged by the individual, and the cost of the actual test will be refunded via travel expense reports. In the absence of a certificate, one could be refused entry to Norway. This requirement does not apply for Norwegians who live abroad.

Everyone entering Norway must get tested for Covid-19 at the arrival airport. The requirement for a test prior to entry and a test at the airport does not apply for those who can document (using an approved laboratory method) that they have undergone Covid-19 over the last six months.

Upon arrival at the hotel, everyone must stay in their room until three hours after the first test there is carried out. This means that the restaurant and leisure activities at the hotel must not be used (you can go for walks outside) until three hours after the test at the hotel. The restaurant cannot be used by those subject to entry quarantine. The reason for this is that neither Aker BP nor the traveller will receive a confirmed test result for the test carried out at the border crossing within a reasonable timeframe.


Everyone must be tested for Covid-19 before travelling offshore. This also applies for those who have undergone infection. As regards departures from Stavanger, testing will take place at Clarion Air at Sola and for departures from Brønnøysund, testing will take place at a separate testing facility at Strandveien 30. You must book your own appointment well before departure. If you are departing from Sola, you can book an appointment [here](#), and for departures from Brønnøysund [here](#). The test must be taken at least three hours before check-in so the test result is available before departure. A completed test and registered test result are required for check-in. As regards charter passengers with limited time until check-in, the requirement will be satisfied with a completed test.

Those who have undergone a Covid-19 infection may travel offshore once at least 10 days have passed from when symptoms presented, they have been fever-free for at least 24 hours and have tested negative (PCR) for Covid-19. As regards people who have not had symptoms of infection shall count 10 days from the testing date.

After undergoing infection, it is possible to test positive for some time (2-3 weeks) after recovering. Tests after undergoing infection should therefore be taken in your local municipality / home country prior to departure to avoid a false positive and new isolation at the departure hotel. Feel free to clarify with the nurse or responsible doctor (FAL) if you have questions.

2.2 Use of public transport

Use of public transport will result in three nights spent at a departure hotel. Public transport means airplanes, trains, buses, taxis, ferries and helicopter transport from facilities that do

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not follow the Aker BP offshore travel instructions. Use of ferries in Norway with a person's own vehicle is not considered to be public transportation as long as the recommended cautionary rules in [Appendix E](#) to these instructions are followed.

A domestic charter flight reserved for personnel travelling to Aker BP production units takes place each Tuesday, with the exception of the last leg (SVG – OSL), which is open for everyone. The charter flight must only be used by those who are not entitled to stay at a departure hotel. More information about domestic charter flights can be found in [Appendix F](#).

Charter flights have also been temporarily scheduled from Denmark to Stavanger. Charter flights are reserved for those **travelling to** Aker BP production units and Maersk rigs. Please note that, even if you take a charter flight from abroad, the same requirements as for the use of scheduled flights will apply, for example testing prior to departure, filling in an arrival form, testing upon arrival and entry quarantine. More information about charter flights from abroad can be found in [Appendix I](#). The last flight will take place on 1 April.

3 Departure hotel

The purpose of the departure hotel is to prevent infection from external surroundings, **as well as internally between those at the departure hotel**. The hotels can be used by personnel who will be staying or working on our operated production facilities, contracted mobile facilities subject to the Aker BP offshore travel instructions or other facilities as agreed with Aker BP. This includes Aker BP project personnel who do not commute, and these personnel can therefore spend their entry quarantine at the departure hotel. Once their entry quarantine is complete, project personnel who work onshore must move out of the hotel and find other lodging.

Personnel subject to mandatory entry quarantine will use a separate wing at Clarion Air Sola. Thon Hotel Brønnøysund cannot be used for this purpose.

All personnel staying at the departure hotel must eat their meals in their room until a negative test result is achieved on the first test (three hours after completed test). It will be possible to have meals served in your room throughout the stay for those who so desire.


All meals for personnel in entry quarantine must be served in their rooms. Personnel not staying at the hotel cannot use the restaurant until three hours after completing the test.

Visitors are not permitted at the hotel. If you are in quarantine, you must not be in close contact with others. Interactions with others must follow the guidelines in these instructions, as well as FHI's quarantine provisions.

If you are spending the night in the Stavanger/Brønnøysund area and are travelling offshore, a departure hotel must be used. For example, if you are driving from Oslo to Stavanger the day before travelling offshore, you must still check in to the departure hotel.

The departure hotel for Sola is Clarion Hotell Air Sola, and for Brønnøysund it is Thon Hotell Brønnøysund

PC/IT equipment will be available at the hotel. If you want to set up an office solution, this must be agreed with the line manager in advance.

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At the departure hotel Clarion Hotell Air Sola, certain rooms have been set up with an office solution/PC; at the departure hotel Thon Hotell Brønnøysund, a laptop can be checked out from the reception.

Special circumstances at the departure hotels

The departure hotels have initiated special measures in line with the authorities' recommendations to limit the spread of infection. Examples of measures include more frequent cleaning with point disinfection of critical touch surfaces, restrictions related to meals and food service, as well as shutting down workout facilities.

1. Be aware that the hotel has other external guests. Avoid contact with them.
2. Limit interaction with other guests.
3. Gatherings with others
 - a. Should preferably be outdoors
 - b. Maintain a distance of 2 metres
 - c. Restrict the number of people you have contact with
 - d. Limit close contact with persons who have similar roles offshore (deputy function)
 - e. Restrict or avoid consuming alcohol
4. You are free to spend time outdoors and work out there. The hotel's indoor workout facilities must not be used.
5. Be aware that shared touch surfaces can be a source of spreading infection. For example, door handles, reception counter, lift panel, remote control, coffee machines, etc.
6. Frequent hand washing is recommended.
7. Pay attention to symptoms. Contact the nurse offshore if you develop symptoms of respiratory infection. You must make an evaluation of appropriate measures. If necessary, implement the "response plan".

Updated information bulletins for your departure hotel will be handed out to each person at check-in ([Appendix D](#) in these instructions)

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3.1.1 Booking the Clarion Hotel Air departure hotel, Sola

Clarion Hotel Air, Utsolaarmen 16, 4055 Sola

Telephone: +47 51 71 85 00

Booking via email: cl.air@choice.no or Telephone: +47 51 71 85 03

Booking code: GR007426

Please note: If you are subject to entry quarantine, this information must be provided during the booking process for Clarion Hotel Air

Booking details:

- Surname:
- First name:
- Mobile number
- Email address:
- Asset:
- Company:
- Arrival date hotel:
- No. of nights:
- Hotel departure date:
- Departure time Heliport
- Whether or not you need a room with an office solution/PC

3.1.2 Booking the Thon Hotel Brønnøysund departure hotel

Thon Hotel Brønnøysund, Sømnavveien 98, 8900 Brønnøysund

Telephone: +47 75 00 89 00


Booking via email: bronnøysund@olavthon.no or Amex. Aker BP employees must use Amex.

Reservation code: NA

Booking details:

- Surname:
- First name:
- Mobile number
- Email address:
- Asset:
- Company:
- Arrival date hotel:
- No. of nights:
- Hotel departure date:
- Departure time Heliport

Be aware of special municipal requirements when entering the municipality. Ask about this at the hotel or check the municipality's website.

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4 Testing

4.1 Covid-19 testing prior to travelling offshore

Before travelling offshore, you will be tested for COVID-19 at the departure hotel Clarion Air at Sola or at the separate test location at Strandveien 30, 8904 Brønnøysund. This PCR test will be administered by health care professionals according to procedures established by the company in consultation with the supplier. It is important that you report at the agreed time for testing so that we can use the testing machine's capacity in the best possible way. It is important that supervisors booking personnel from suppliers inform about these instructions and the importance of booking a testing appointment.

The testing is relevant for all personnel cleared by Aker BP's other barriers for travel in accordance with the current offshore travel instructions. Personnel prevented from travelling offshore by other barriers will not be tested. The intention is not to diagnose those infected, or to reduce other barriers and focus on infection control, but rather to further strengthen our barriers and uncover asymptomatic or pre-symptomatic carriers.

Tested personnel will sign a self-declaration form when they report for testing. Here you will consent to being tested, to providing information about positive test results to your employer, to the use of the anonymised result in a project (voluntary) and that, at the time of testing, you do not have any known symptoms of Covid-19 infection.

4.1.1 *Booking a test and reporting for testing:*

Departure from Sola (including charter Sola - Brønnøysund):


The traveller will book a testing appointing themselves via Aker Care's web-based self-service booking system, [here](#). Note that the booking system will list Aker Care Stavanger as the testing site. This is not correct and the test will be carried out at Clarion Air Sola. Booking a testing appointment at Sola costs 6 kroner. This can be recorded as a travel expense. Opening hours for testing at Sola will be shown when you book an appointment.

It is not possible to book an appointment with a foreign telephone number. If you have a foreign telephone number or for other reasons cannot book an appointment through the booking system, please send an inquiry via e-mail to covid19@akercare.com containing the following information:

- Name and date of birth
- Mobile number
- Offshore travel date and check-in time at the heliport
- Arrival at Sola
- Number of tests and interval between them

As regards inquiries regarding a need for testing within 48 hours, please make contact via telephone: +4740643103. The number will be operated on weekdays from 7.30-15.00.

During booking, people who have not previously registered with Aker Care will receive an automatic report indicating that the booking cannot be carried out and that a request has been established. This will then be handled manually, the traveller will be assigned an appointment and a confirmation will be sent after a certain delay. This will only happen the first time you register with Aker Care. If you are booking a later appointment, the confirmation will be assigned immediately.

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Departure from Brønnøysund:

Travellers will book their own testing appointment. Booking takes place electronically, [here](#). Feel free to book a testing appointment the day before travelling offshore. Opening hours for testing in Brønnøysund will be shown when you book an appointment. Testing will take place at a separate test location at Strandveien 30, 8904 Brønnøysund.

Charter flight passengers:

- Passengers on charter flights taking off from Sola, who are departing to Skarv the same day, should have a test carried out at Sola.
- Passengers on charter flights taking off from Oslo, Denmark and Kristiansund, who are departing to Skarv the same day, will be tested at the heliport. No appointment will be necessary.
- Other passengers on charter flights must book local testing in Brønnøysund at the hotel.

4.1.2 Carrying out the testing

Personnel to be tested will report at the agreed time and wait in the dedicated waiting area. Make sure that you do not establish any close contacts. The tester will fill in and sign the consent form.

A completed and analysed Covid-19 test is a requirement for travelling offshore to fields operated by Aker BP. The requirement is enforced through an offshore travel requirement in Dawinci. This requirement must be fulfilled for each trip offshore.

Once the test has been analysed, personnel at the test centre will approve the requirement for a completed Covid-19 test in Dawinci. You can then check in at the heliport. The agreed testing time must be at least 3 hours before checking in. This is to ensure that the test is analysed before check-in.

Personnel with a check-in time before 10:30 must be tested no later than the evening before departure. At Sola it will also be possible to get tested on Sunday afternoon/evening for those who have flights on Monday morning.

Personnel spending the night at a departure hotel

- Personnel from Norway who are staying at the departure hotel must be tested 0-3 days prior to departure.
- Personnel from countries subject to statutory quarantine must take two tests during the quarantine period. The first on day 3 (day 2-4 depending on testing capacity). The second test must be taken prior to departure, but no earlier than 7 days after arriving in Norway.

For personnel travelling directly from home to heliport with their own car

- Personnel travelling directly to the heliport from home must stop by the departure hotel for testing, but plan some extra time for this. Some personnel will need one or more nights at the departure hotel to ensure that a test can be taken before travelling offshore.
- Personnel who live close to the heliport can take the test 0-3 days before travelling offshore to ensure that they are tested prior to departure. You can return home after


testing. Contact with others should be limited during the time from when test is carried out and until departure.

For personnel arriving at Sola by charter flight

- Personnel arriving at Sola on the charter flight who are travelling offshore from Sola the same day must not book an appointment. Appointments have been pre-booked for those arriving on this aircraft.
- Personnel travelling on the charter flight and who are not travelling offshore the same day, must book a testing appointment themselves.
- Will be picked up by the shuttle bus at the airport and taken to the hotel for testing. The shuttle bus will return personnel to the heliport after testing.
- Due to testing capacity, this group will have to travel offshore before a test result is available. Offshore travel requirements in Dawinci for these people will be approved once the test is taken.

For personnel arriving at Brønnøysund by charter flight

- Passengers on charter flights taking off from Sola, who are departing to Skarv the same day, must preferably have a test carried out at Sola as a result of test limitations in Brønnøysund.
- Passengers on charter flights taking off from Oslo, Denmark and Kristiansund, who are departing to Skarv the same day, will be tested at the heliport. No appointment will be necessary.
- Other passengers on charter flights must book local testing in Brønnøysund at the hotel.

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5 Exception

If there is a need for exceptions from the Offshore Travel Instructions or the Covid-19 Regulation, BMS 77-01-02 must be followed, which means that a Synergi will be established in accordance with the description in these instructions.

5.1 Handling exceptions from regulatory requirements or these instructions

Establishing exceptions is relevant if personnel who are to travel offshore have been abroad in the last 10 days, and are subject to mandatory quarantine.

For exceptions from the Regulation: "Use of the exception shall be clarified with company management" shall apply. **The Regulation provides no opportunity to plan for exceptions; in other words, the mandatory quarantine must always be followed up insofar as unforeseen circumstances do not require exceptions to maintain safe operations.**

For production installations, Aker BP AOM (Asset Operations Manager) is defined as company management.

The Government has defined the following key positions and operations-critical professions/personnel groups/positions, see Appendix B in this document:

- Control room personnel associated with the gas value chain
- Critical operations personnel associated with the gas value chain
- Critical staffing offshore to maintain oil and gas production


This means that Aker BP can process exceptions to the requirement for mandatory quarantine for foreign personnel that fall in the above category.


Aker BP's assessment and documentation of the exception process is described in Synergi case 187446, where the practical process is as follows:

- FAL/OIM assesses the need for exceptions.
- If there is a need for exception, a Synergi case will be established by OIM. This Synergi can cover more than 1 person, e.g. an exception process can be run for an entire flight collectively.
- After approval of the exception, this is reported in Dawinci for each individual
- FAL may, if necessary, issue a letter documenting a travel dispensation for the individual, as well as report the dispensation to the heliport/Dawinci.

A Synergi case is established by OIM or the person to whom this task has been delegated on each asset, and shall contain the following:

- Reference to Synergi 187446 must be given for exceptions from the Regulation
- Reference to Synergi 188257 must be given for exceptions from the Offshore Travel Instructions
- Use Requirement: Covid-19 requirements

Requirement * COVID -19 requirements 

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- Description of exception: why it is being established, where will the personnel travel to and on which flight/date.
- Roles and names of persons covered by the exception
- Risk assessment.
- Measures implemented for each individual person; for example, number of nights spent at a departure hotel
- Synergi is approved by AOM as company management.

Exceptions only apply per trip. A new exception process is required for every new entry into Norway.

Conclusion shall contain:

- Recommended number of nights at a departure hotel
- Potential other measures defined by FAL/OIM

The conclusion will be registered in the Synergi case by FAL.

6 Course

Subject to approval from supervisors, offshore employees are permitted to participate in courses with the following restrictions:

- The course must be complete at least 7 days before offshore travel.
- No more than 5 people from the same installation in the same course. Multiple courses at the same course location can be accepted presuming that the courses are physically separated. This must be facilitated and confirmed by the course location in advance.
- Primary roles and deputies must not participate in the same course.
- OIM may approve certain relaxations of the restrictions above in consultation with FAL.

It is important that the supervisors and the offshore employees together consider the necessity of the course. This is especially important if you are traveling from or to municipalities subject to particularly high levels of infection control measures, as communicated by the individual municipality or the covid-19 regulations. Note then that the authorities' recommendation for areas with a high level of action is that travel to work must be considered strictly necessary, and consequently courses required to perform one's work must be of equal importance.

A temporary internal exception has been established for refresher courses, described in Synergi 187055. Once the exception expires, the OIM will be able to consider dispensations for expired refresher courses (BMS, doc.no 81-001292 Ch. 3.5).

7 Departure

7.1 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. A potential stay at a departure hotel must be complete by the indicated offshore travel date in Dawinci. It will not be possible to check in at the heliport until a test has been completed and a negative test result is registered. As regards charter passengers with limited time until check-in, the requirement will be satisfied with a completed test.

Public transportation shall be avoided to the greatest possible extent; it is preferable that personnel use their own vehicle parked at the heliport. The use of public transportation must also be avoided during stays at the departure hotel. If a private vehicle is not available, a rental car may be used pending clarification with the line manager. When a private vehicle or rental car is used, the precautionary rules described in these instructions must be followed.

7.2 Reporting at the heliport

Heliports have introduced special check-in procedures to ensure a final check and verification of your health condition as regards Covid-19. Face masks must be used at the heliport and on helicopters (outbound/inbound).

- If you have symptoms of respiratory infection and/or are uncertain whether you may have been exposed to persons with COVID-19, it is important that you share this information so that, together, we can ensure robust operation of our installations.

7.2.1 Placement in helicopters:

As regards placement in helicopters, people with a primary role cannot sit near their deputy. This means that there must be a distance of 2 seats between them.

For example, the OIM (who is the emergency response manager) cannot sit near the Operations Manager (who is the deputy emergency response manager)

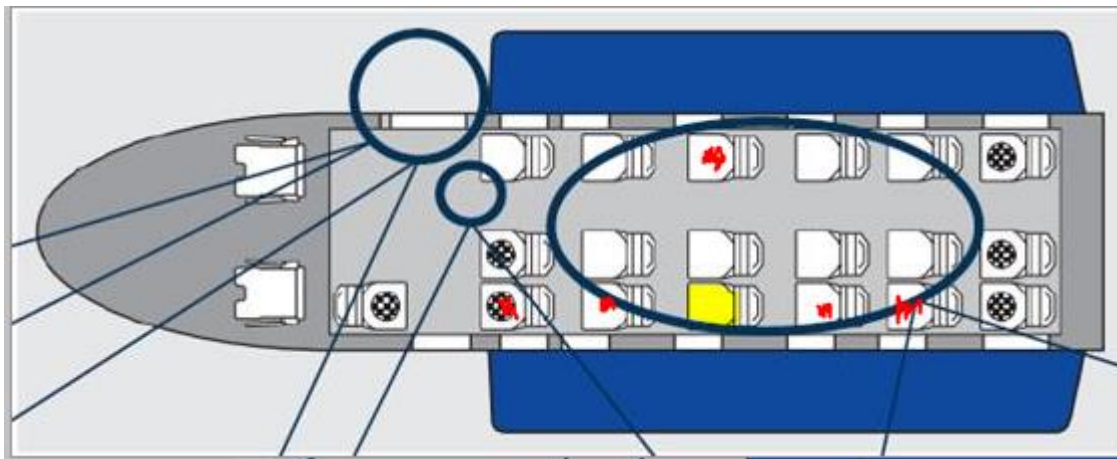



Photo 1, close contacts on helicopters (yellow primary – red close contacts)

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Photos will be taken of the helicopter passengers when they arrive offshore. The purpose of this is to register the placement of passengers if there is a need track close contacts after arrival. The photo will be saved temporarily and then deleted.

7.2.2 Stays at heliport, disruption days, fog, etc.

In the event of disruption days, such as fog and other situations which entail extensive delays and flight programme disruptions, Aviation will provide information if there is a need to move personnel from the heliport to the departure hotel.

Joint transportation and booking will be set up for those headed for the hotel. Taxis must not be used. If you live locally and can drive home in your own car, this is acceptable. During the waiting period, you must follow the result rules for [quarantine/in-home quarantine](#), and in these instances, a test will be valid for five days. A waiting period exceeding five days or breaches of the quarantine recommendations will result in a new test. Stay up-to-date about changes in the flight programme.

8 Travel expenses / compensation

Travel costs shall be recorded as expenses via a travel expense report, in the normal manner. Expenses for alcohol will not be covered.

Aker BP's compensation guidelines can be found under the "corona" link in the employee manual, alternatively ask Aker Anna.

9 Appendix A, Questions about health status before offshore travel

Utreiseforbereidelse Intervjuskjema sykepleier

Versjon 7.0

Dato: 2021-01-13



I henhold til Aker BP utreiseinstruks skal sykepleier gjennomføre 1-2 samtaler med offshoremedarbeidere. Formålet er å bygge «awareness» mht. smitterisiko-forståelse, avklare behov for tilrettelegging før utreise, samt fange opp smitte/sykdom for å forhindre at smitteførende og/eller syke personer reiser offshore.

Skjema fylles ut av sykepleier under telefonsamtale med den ansatte.

Dersom et av spørsmålene besvares med «JA» skal sykepleier kontakte Fagansvarlig lege for videre avklaring.

<i>Navn:</i>	<i>Sign.</i>
<i>Telefon nr.:</i>	
<i>Planlagt utreisedato:</i>	
<i>Samtale 1 – Dato</i>	
<i>Samtale 2 – Dato</i>	

<i>Veiledende spørsmål</i>	<i>S.1</i>		<i>S.2</i>	
	<i>Ja</i>	<i>Nei</i>	<i>Ja</i>	<i>Nei</i>
<ul style="list-style-type: none"> Har den ansatte symptom på luftveisinfeksjon? (Hoste, sår hals, snue, pustebevis, feber mv) 				
<ul style="list-style-type: none"> Har den ansatte hatt feber siste uke før utreise? 				
<ul style="list-style-type: none"> Er det bestilt tid for covid-19 test og/eller er det gjennomført test? Dato for bestilling: Dato for prøvetaking: 				
<ul style="list-style-type: none"> Bor den ansatte i samme husstand med person som har øvre luftveisinfeksjon eller bekreftet eller mistenkt Covid-19 infeksjon? (Hoste, sår hals, snue, pustebevis, feber mv.) 				
<ul style="list-style-type: none"> Har den ansatte eller noen i samme husstand hatt nærkontakt med en person som er bekreftet syk med Covid-19 infeksjon eller sterk mistanke om Covid-19 infeksjon? <ul style="list-style-type: none"> Se FHIs definisjon av nærkontakt (fhi.no) App: «Smittestopp» har gitt varsel om potensiell nærkontakt? 				
<ul style="list-style-type: none"> Har/er den ansatte eller noen i samme husstand utsatt for forhøyet smitterisiko? Eks. barn i barnehage/skole, helsearbeider eller andre forhold som kan øke risiko for eksponering. 				
<ul style="list-style-type: none"> Har den ansatte utsatt seg for forhøyet smitterisiko i perioden før utreise? F.eks. utenlandsreise, besøk på sykehus, store folkemengder eller liknende? 				
<ul style="list-style-type: none"> Har du vært på andre offshore-installasjoner som ikke er underlagt Aker BP sin Utreiseinstruks de siste 10 dager? 				
<ul style="list-style-type: none"> Etter gjennomgang av planlagt reiserute til heliport, er den ansatte utsatt for en smitterisiko på reisen? 				
<ul style="list-style-type: none"> Er det forhold som gjør deg særlig utsatt for alvorlig sykdom dersom du blir smittet av Covid-19? 				
<ul style="list-style-type: none"> Har du allergi el.l. som gir luftveissymptomer, og tar du medisiner for dette? Eks. pollenallergi 				
<ul style="list-style-type: none"> Bor den ansatte eller reiser den ansatte fra/via land omfattet av karanteneregler, forstår alvoret i situasjonen og er sitt smitteansvar bevisst? Se FHIs forventninger til karantene (fhi.no) 				

Utreiseforberedelse


Intervjuskjema sykepleier

Versjon 7.0

Dato: 2021-01-13

<i>Vurdering og konklusjoner</i>	<i>S. 1</i>		<i>S.2</i>	
	<i>Ja</i>	<i>Nei</i>	<i>Ja</i>	<i>Nei</i>
Den ansatte har fått informasjon og instruksjon om å ta kontakt med sykepleier dersom <ul style="list-style-type: none">Symptomer på luftveisinfeksjon og/eller COVID-19 oppstår i uken før utreiseAnsatte med symptomer skal IKKE møte på utreisehotell eller jobb for testing. Skal da etterspørre testing i hjemkommune.Ansatte med luftveisinfeksjon (inkl. forkjølelse, influensa mv.) skal ikke på helikopter.				
Er det behov for særskilt oppfølging og/eller tilrettelegging før utreise?				
Utreisehotell				
Transport				
Annet				
Er medarbeider klarert for utreise?				

Notater:

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10 Appendix B, Clarification of critical activity and key roles

The Government lists our activities as an "important societal function" ([see link](#)) in order to maintain activities and employment on the Norwegian shelf. Under "Type of service" it states "facilitate so that critical personnel can perform their work tasks – and special reference is made to Gassco and companies within oil and gas production.

Under "Key positions and operations-critical professions/personnel groups/positions" it states: Control room personnel associated with the gas value chain, critical operations personnel associated with the gas value chain and critical staffing offshore in order to maintain oil and gas production.

In other words, it is not the case that all our activity and all our roles fall under the category of "critical personnel". The objective of this document is to clarify and exemplify which of our activities and our personnel are in this category. This clarification will then be used in the work to assess who shall be granted exceptions as regards mandatory quarantine. The clarification also applies to offshore roles and onshore control rooms. See table on the next page.

10.1 Examples of activity and roles that are critical for maintaining production

Activity	Key positions and operations-critical roles
Production - Offshore management	OIM and positions in management team offshore (for example operations supervisor, maintenance supervisor, marine supervisor, safety).
Production – Operations	Control room operators, onshore and offshore, and process operators
Production – Maintain preparedness	Nurse – and other personnel who have a role in first aid teams, search and rescue teams, lifeboat coxswain, etc.
Production – Catering	Catering crew
Production – Logistics	Material and logistics supervisors – crane drivers and marine personnel to perform offloading operations plus necessary personnel to perform helicopter operations.
Production – Safety and Production-critical maintenance	Technical supervisors and skilled workers within disciplines required for maintenance, such as mechanics, electricians, instrument technicians, etc. Scaffolding workers can also be included in this category (to ensure access to safety-critical maintenance).
Production – Production-critical corrective maintenance	Skilled workers within disciplines required for maintenance, including specialists. Scaffolding workers can also be included in this category to ensure access.
Well integrity	Skilled workers within the disciplines that perform well integrity work
Project – Production-critical modifications	Technical supervisors and skilled workers within the disciplines that perform modification work
Well intervention – Production-critical well interventions	Technical supervisors and skilled workers within the disciplines that perform well intervention work

11 Appendix C, Confirmation – Employee of facility on the Norwegian shelf



Grensekontroll

AkerBP

Stavanger, 10.03.2021

Bekreftelse – Arbeidstaker på innretning på norsk sokkel

Dette skrevet bekrefter at personen, som er angitt under, kvalifiserer til innreise til Norge med hjemmel i *Forskrift om innreiserestriksjoner for utlendinger av hensyn til folkehelsen, §3 Unntak fra innreiserestriksjoner i andre tilfeller, bokstav h*. Regelen er at utlending som arbeider på flyttbar eller fast innretning ikke skal nektes innreise jfr. midlertidig lov om innreiserestriksjoner for utlendinger av hensyn til folkehelsen.

Vedkommende skal avtjene sin innreisekarantene på hotell Clarion Air, Utsolaarmen 16, 4055 Sola. Hotellet er godkjent som innkvartering for karantenerne av Arbeidstilsynet og kan søkes opp i Innkvarteringsregisteret med innkvarteringsnummer 2021/10152.

Ettersom Aker BP sørger for godkjent innkvartering kommer også §5d i Covid-19-forskriften til anvendelse og vedkommende kan således reise videre til Sola for avtjening av innreisekarantene i tilfelle grensepasseringen skulle skje et annet sted enn Sola Lufthavn.

Dersom ytterligere bekreftelse eller opplysninger trengs kan personalavdelingen ved Ørjan Holstad kontaktes, telefon 403 33 030.

Navn:

Stilling:

Fødselsdato:

Reiser til offshore innretning:

Med vennlig hilsen

Ørjan Holstad
Business Partner OAD

HR Aker BP



12 Appendix D, Information bulletin Departure hotel

Informasjonsskriv smittevern og utreisehotell

V 4.0, 2020-02-17 (Felles for Sola og Brønnøysund)



Informasjonsskriv til personer som er på utreisehotell

Velkommen til et hyggelig og trygt opphold på utreisehotellet!

Vi setter stor pris på din fleksibilitet og samarbeid for å hindre smittespredning - og derved opprettholde produksjon og aktivitet offshore. Formålet er å hindre smitte fra eksterne omgivelser, **men også internt mellom de som er i utreisehotell.**

SAFER

Takk for at du "lever" Aker BPs verdier. Du er selskapets ansikt utad og behandler alle du møter med respekt og omtanke.

Infeksjonsforebyggende tiltak på utreisehotellet

- Vær oppmerksom på at hotellet har andre eksterne gjester.
- Unngå unødig kontakt med andre gjester og ta forholdsregler:
 - Kontakt bør fortrinnsvis foregå ute
 - Oppretthold 2 meter avstand
 - Begrens antall personer du har kontakt med
 - Begrens nærkontakt med personer som har tilsvarende rolle offshore (stedfortrederfunksjon)
- Restaurant skal ikke benyttes før tre timer etter gjennomført test
- Det er ikke tillatt å invitere private gjester som familie og venner
- Vær bevisst på at felles berøringspunkter kan være en kilde til smittespredning. Eks: dørhåndtak, resepsjonsdisk, heispanel, fjernkontroll, kaffeautomat o.l.
- Hyppig håndvask med vann og såpe. Evt. hånddesinfeksjon på «rene» og tørre hender.
- Du kan fritt oppholde deg i friluft og trene utendørs.
- Hotellets innendørs treningsfasiliteter kan benyttes forutsatt at du følger lokale bestemmelser og sikrer nødvendig avstand og hygiene
- Begrens inntak av alkohol
- Følg med på symptomer. Kontakt sykepleier offshore dersom du får symptomer på luftveisinfeksjon.

Praktiske forhold begge hotell

- Vask av klær kan bestilles på hotellet, for egen regning
- Bagasje som ikke bringes med offshore kan settes igjen på hotellet og hentes ved innreise.
- Parkering av motorsykel er gratis på hotellet på oppmerket plass for motorsykel (Kun SOLA).
- Parkering betales med EasyPark eller ved kjøp av 24-timers parkering i resepsjonen
- Det er gangavstand fra utreisehotellene til heliport
- Det er etablert en egen avdeling på Clarion Air Sola for innreisende fra utlandet med krav om innreisekarantene
- Shuttle buss til Heliport** for dem som ikke kjører egen bil eller ønsker å gå selv:
- Avgang fra hotellet 90 min før helikopter-avgang
 - Minibuss med fri midtgang: Sitt «diagonalt» - kun 1 per sete-rad og ikke rett bak
 - Minibuss der seter må «flippes» skal ikke benyttes

Måltidsrytme Clarion Hotel Air, Sola er som følger

Hotellet gjør fortløpende vurderinger og tilpasninger for å legge til rette for at måltider kan gjennomføres på en trygg måte.

Hovedtider:

	Mandag-Fredag	Lørdag	Søndag
Frokost	06:00-09:30	07:00-10:30	07:00-10:30
Lunsj	11:30 - 13:30:	12:00-13:30	12:00-13:30
Middag	17.00 – 21.00	17.00 – 21.00	17.00 – 21.00
Kveldsmat	Tilgjengelig som take-away		

- På de travleste dagene vil de utvide åpningstidene slik at gjestene kan spres

Informasjonsskriv smittevern og utreisehotell



- Det vil være oppdatert informasjon ved inngangen til restauranten rundt tiltakene som er viktig at gjestene følger

Måltid på rommet ved Clarion Hotel Air, serveres som følger

	Tider
Frokost	08:00 - 09:00
Lunsj	12:00 - 13:00
Middag	18.00 – 19.00
Kvelds	Deles ut sammen med middag

Måltidsrytme Thon Hotel Brønnøysund er som følger

	Mandag-Fredag	Lørdag	Søndag
Early Bird	05:30 – 06:30	05:30 – 06:30	
Frokost – a la carte	06:30 – 10:00	08:00 – 11:00	08:00 – 11:00
Lunsj	Bestille matpakke v/frokost eller resepsjon før 09:30		
Middag	Bestille direkte fra byens restauranter som tilbyr «Take-away»		

13 Appendix E, Cautionary rules

Recommended cautionary rules

<p>Own vehicle/rental car from home to heliport</p>	<ol style="list-style-type: none"> 1. It is recommended that driving and resting time rules are used as guidance. I.e., be rested when you start driving, max. 10 hours' drive time per day including breaks (recommend minimum 45 minutes per 4.5 hours). 2. One overnight stay is permitted on the way from home to heliport, i.e. a total maximum drive time of 2 x 10 hours. 3. Driving can be combined with charter flights, meaning that, if you can drive to an airport where charter flights land within the framework of the drive time restrictions laid out in Ch. 2, you can take a charter flight to the departure airport. 4. Follow the authorities' recommendations during stops/breaks <ol style="list-style-type: none"> a. Maintain prudent distance – 2 metres. b. Observe good hand hygiene (e.g. while filling fuel) c. Avoid touching your face 5. Carpooling should be avoided, but may be approved by line manager. Potential carpooling must be limited to no more than 4 people, and you must not carpool with your deputy in an emergency preparedness role.
<p>Ferry</p>	<ol style="list-style-type: none"> 1. Recommend staying/sitting in your own vehicle during the crossing, if allowed. 2. Alternatively, follow the authorities' recommendations when in common areas. <ol style="list-style-type: none"> a. Maintain prudent distance – 2 metres. b. Hand hygiene and awareness surrounding what you touch c. Avoid touching your face. 3. Ferries from Denmark to Norway will entail a stay at a departure hotel due to the duration of travel.
<p>Airplane</p>	<ol style="list-style-type: none"> 1. Keep your distance from others – 2 metres 2. Ensure good hand hygiene and avoid touching your face. 3. Pay particular attention to touch surfaces such as: <ol style="list-style-type: none"> a. Security check b. Boarding c. Baggage handling 4. The airline's infection control measures must be followed.
<p>Charter flight</p>	<p>See Chapter 5.1.3</p>
<p>Train</p>	<ol style="list-style-type: none"> 1. Keep your distance from others – 2 metres 2. Ensure good hand hygiene and avoid touching your face. 3. Pay particular attention to touch surfaces such as: <ol style="list-style-type: none"> a. Baggage handling 4. Use by trains will result in a stay at a departure hotel
<p>Scheduled express boats</p>	<ol style="list-style-type: none"> 1. Keep your distance from others – 2 metres 2. Ensure good hand hygiene and avoid touching your face. 3. Pay particular attention to touch surfaces such as: <ol style="list-style-type: none"> a. Baggage handling

	Use of scheduled express boats will result in a stay at a departure hotel
Taxi	<p>Must be avoided, including during stays at departure hotels</p> <p>Shuttle bus will be set up between airport/departure hotel and departure hotel/heliport.</p> <p>Use by taxis will result in a stay at a departure hotel</p>
Rental car	<p>Use of rental car – Aker BP employees and consultants will book via Amex. Suppliers/service personnel will book directly from provider.</p> <p>If you are dropping off a car at the GA terminal at Gardermoen, the Sixt rental agency must be used</p>
Hotel needs during transport with own vehicle/rental car	<p>Aker BP employees and consultants will book via Amex.</p> <p>Suppliers/service personnel will book directly from provider.</p>
Shuttle bus	<p>Aker BP shuttle buses have been organised between hotels, airports and heliports. This shuttle bus has implemented infection control measures, and can be used by all personnel who have followed the offshore travel instructions.</p> <p>As regards personnel with emergency response roles, the primary role must not sit near their deputy. For example, the Offshore Installation Manager (emergency response manager) must not sit near the Operations Manager (deputy emergency response manager)</p>

14 Appendix F, Charter flight Norway


- The charter flight is reserved for personnel **travelling to** Aker BP production units, with the exception of the last leg (SVG – OSL), which is open for everyone. The charter flight must only be used by those who are not entitled to stay at a departure hotel.
- Route: **Oslo – Sandefjord –Stavanger – Kristiansund – Trondheim – Brønnøysund – Bodø – Kristiansund – Stavanger – Oslo**

Day: Tuesdays				
Flight	From	ETD	To	ETA
WF7318	OSL	0640	TRF	0710
WF7318	TRF	0730	SVG	0830
WF7318	SVG	0910	KSU	1025
WF7318	KSU	1045	TRD	1125
WF7318	TRD	1155	BNN	1245
WF7319	BNN	1345	BOO	1430
WF7319	BOO	1450	KSU	1620
WF7319	KSU	1635	SVG	1800
WF7319	SVG	1815	OSL	1920

- Sign up as early as possible and no later than Friday before departure at 12:00 to aviation@akerbp.com. Those travelling with the charter flight can book themselves; put your offshore supervisor on copy. Provide the following information when booking:
 - Name
 - Date
 - Boarding and disembarking point
 - Whether or not you have been tested before departing

The trip will be visible in MinDaWinci and a receipt with instructions will be sent via SMS.

- In order to facilitate potential contact tracing, please use the seat number assigned on your ticket.
- Face masks must be used on charter flights. Widerøe will issue you a face mask when you enter the aircraft. You will not be permitted to use your own face mask.
- As regards personnel with emergency response roles, the primary role must not sit near their deputy. For example, the Offshore Installation Manager (emergency response manager) must not sit near the Operations Manager (deputy emergency response manager). Overlapping roles will be responsible for not sitting next to each other.
- Park Inn Radisson Oslo Airport must be used for overnight stays at Gardermoen. Aker BP employees and consultants will book via Amex. Suppliers/service personnel will book directly from provider. The departure from Oslo will be from the VIP terminal, a few hundred metres from the main terminal.

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In the event of overbooking, Aviation will prioritise (in consultation with relevant OIM, AKL log., and health axis as needed). Those with the longest travel distance/challenging travel will be prioritised.

In order to use the charter, you must fulfil the travel requirements and be cleared by the nurse according to the routine for pre-conversations, as well as arrive at the charter airport without using public transport.

If you must stay at a departure hotel before travelling, the charter must not be used until mandatory quarantine is complete.

- Example 1: Person coming from an area subject to entry quarantine in Sweden or has taken public transport, and thus cannot use a charter flight.
- Example 2: Person who has been in Norway throughout the free period travels with a charter flight from Brønnøysund to Sola on Tuesday, headed for Alvheim. He drove himself to the airport and has been following FHI's advice during the free period. He travels to Alvheim Thursday, and thus spends two nights at a departure hotel before travelling. This means he can take the charter flight, as the night spent at the departure hotel was for practical reasons.

Taking public transport to a charter departure (in Norway or the Nordic region) disqualifies you from taking the charter.

15 Appendix G, Entry registration

Registrer ny innreise

Gjennomføring av karantene

- Jeg er unntatt kravet om innreisekarantene
- Jeg skal gjennomføre karantene i boligen min eller på annet egnet sted
- Jeg er gift eller har felles barn med en person som er bosatt i Norge og skal gjennomføre karantenen i boligen til denne personen
- Jeg er kommet til Norge for å utføre arbeid eller oppdrag, og har bekreftelse fra min arbeids- eller oppdragsgiver på at de sørger for et egnet oppholdssted i henhold til regelverket
- Jeg har et annet formål med oppholdet enn arbeid eller oppdrag, og har et egnet oppholdssted der det er mulig å unngå nærkontakt med andre, og kan fremlegge bekreftelse på at oppholdsstedet oppfyller vilkårene fra den som stiller oppholdsstedet til disposisjon
- Jeg skal bo på karantenehotell

Hvilken dato ankommer du Norge?

Oppholdsadresse Norge

Vennligst skriv inn adressen for stedet der du skal gjennomføre karantenen

Hotell/annet oppholdssted

Clarion Hotel Air

Gateadresse

Utsolaarmen 16

Postnummer

4055

Poststed

SOLA

Arbeidsgiver/arbeidssted

Dersom innreise til Norge gjelder arbeid, vennligst fyll ut feltene nedenfor

Navn på arbeidsgiver/oppdragsgiver

Aker BP. Kontraktører: Oppgi din arbeidsgiver

Adresse

Aker BP ansatte: Jåttåvågveien 10 Hinna Park, 4020 Stavanger. Kontraktører: Adresse til din arbeidsgiver

Kontaktperson

For Aker BP ansatte: Ørjan Holstad. Kontraktører: Oppgi kontaktperson i HR-avdeling eller nærmeste leder i ditt selskap

Telefonnummer

403 33 030

Jeg bekrefter at opplysningene jeg har gitt er korrekte

Send inn >

16 Appendix H, How to carry out in-home quarantine

If you are in in-home quarantine, you must:

- Stay in your own home/recreational property
- Not go to work, school or kindergarten.
- Not travel domestically.
- Not visit places where it is difficult to maintain the necessary distance to other people.
- Not use public transport.
- Not visit public places such as shops, pharmacies and cafés. If you have no other alternative, you can complete necessary errands in shops or pharmacies. Make sure you maintain a safe distance to others.
- Avoid having visitors.
- You can go outside, but maintain a safe distance to others.

17 Appendix I, Charter flight from abroad

1. The charter flight is reserved for those **travelling to** Aker BP production units and Maersk rigs.
2. Route: [Copenhagen — Esbjerg – Stavanger](#)

Day: Tuesdays and Thursdays				
Flight	From	ETD	To	ETA
WF7408	CPH	0710	EBJ	0800
WF7408	EBJ	0820	SVG	0925

3. As regards travellers to Aker BP's production facilities, booking must take place as early as possible and no later than 12:00 two days prior to departure to aviation@akerbp.com. Others, for example travellers to Maersk rigs, must contact Kirsti.Russel.Vastveit@maerskdirilling.com.

Those travelling on the charter flight must book seats by contacting the e-mail addresses above; put your offshore supervisor on copy. Provide the following information when booking:

- Name
- Date
- Boarding and disembarking point

Booking confirmation will be received via e-mail.

Please note that, even though you are taking a charter flight, the same requirements will apply as for scheduled flights, for example testing prior to departure, filling in an entry form, testing upon arrival and entry quarantine.

4. In order to facilitate potential contact tracing, please use the seat number assigned on your ticket.
5. Face masks must be used on charter flights. Widerøe will issue you a face mask when you enter the aircraft. You will not be permitted to use your own face mask.
6. As regards personnel with emergency response roles, the primary role must not sit near their deputy. For example, the Offshore Installation Manager (emergency response manager) must not sit near the Operations Manager (deputy emergency response manager). Overlapping roles will be responsible for not sitting next to each other.