

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

<b>Grading: INTERNAL</b>	<b>Company Management System</b>
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**L3-MODU-NO-HSE-PR-038**

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**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 on board the MODU units.

**1.2 Scope**

This temporary instruction applies as a minimum requirement for Odfjell Drilling MODU units on the Norwegian continental shelf.

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**

FHI	Norwegian Institute of Public Health (NIPH)
COVID-19	Corona Virus infection
FAL	Responsible Company Doctor
GDPR	General Data Protection Regulation
'Helsenorge'	The public website for your health (Norway)

**3 RESPONSIBILITIES & AUTHORITIES**

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

## 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.

#### Requirements:

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/> (in Norwegian only)
- NIPH <https://www.fhi.no/en/id/infectious-diseases/coronavirus/>

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### **4.2 Quarantine and Covid-19 PCR test upon arrival Norway**

The following quarantine rules apply; ref. NIPH Covid-19 regulations that are updated weekly, every Monday at 00:00:

<https://www.fhi.no/en/op/novel-coronavirus-facts-advice/facts-and-general-advice/entry-quarantine-travel-covid19/>

The link above shows countries and regions divided into the colours RED and YELLOW, and is updated by FHI every 14 days as a minimum.

### **4.3 Preventive measures before travelling offshore**

#### **4.3.1 General info regarding Quarantine before offshore travel**

- When symptoms (cough, fever, shortness of breath) during a 10-day quarantine stay, no travel offshore within 21 days.
- When symptoms (cough, fever, shortness of breath) lasting more than 14 days after travelling 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.

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.

Facemask shall be used during the entire travel to heliport/buss/charter flight.

#### **4.3.2 Requirement for negative PCR test result prior to travel offshore**

Odfjell Drilling requires mandatory testing and a negative PCR test result (PCR or rapid PCR test, but not antigen test) before departure on MODU units.

- All units have PCR testing arrangements at the various heliports, and a negative test result must be confirmed prior to departure
- More detailed info is sent to rig organization and customers
- If the helicopter flights are cancelled / delayed etc, all crew must be retested if the waiting period exceeds 72 hours

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
- those in the same household/live with must be in quarantine

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### 4.3.3 Exemption - Personnel critical for operation

(applies to Odfjell Drilling, Odfjell Drillings subcontractors, Operator and Operators subcontractors)

There is currently no possibility for exemption from the mandatory 10 days quarantine for people arriving from abroad.

### 4.3.4 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 in this instruction, must be completed by the listed offshore travel date in Dawinci.

### 4.3.5 Staying at heliport, delays, fog etc.

During flight delays, such as fog and/or other situations that lead to longer delays and changes in flight program, information will come from heliport and/or operator describing the possible need to move personnel from the heliport to another suitable waiting place. Rig HR/management informs those concerned about suitable waiting place and transport.

### 4.3.6 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. Facemasks will be provided on-board if you are offshore on one of Odfjell Drillings 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.

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Taxi should be avoided to the extent possible and transport between hotels, airport and heliport will be informed by rig management. Both passenger and driver shall use facemask if taxi is to be used.

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

- Keep a distance to each other – 1 to 2 meters
- Use facemask
- 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
  - Baggage handling

At the helicopter terminals and during helicopter transport, a number of infection prevention measures have been implemented, see chapter 4.4.

### 4.3.7 Vaccination

Vaccines are becoming available to increasing numbers of people in employable age groups in Norway and several of our neighbouring countries. Your home municipality is responsible for the vaccination.

For those who work offshore, the suggested vaccine appointment may conflict with your offshore rotation. If you are offshore on the date suggested for vaccination, or if your vaccination date is less than five days away from when you will be travelling offshore, you should contact your municipality or GP to move the vaccine date to a more convenient day.

Different municipalities have different procedures for rescheduling vaccinations. Some municipalities are more comfortable with rescheduling to an appropriate date – while others are not.

The following applies if the municipality cannot change the vaccination date:

If the vaccination date is less than five days before travelling offshore:

- It would be unfortunate to get vaccinated less than five days before travelling offshore, because you could experience side effects from the vaccine in the form of flu-like symptoms
- This particularly applies to the second dose of the vaccine
- This is why you must inform your supervisor that you will be vaccinated less than five days before travelling offshore, so that they can be prepared and if necessary, plan for you having symptoms either just before travelling offshore or when you arrive offshore
- If you recognise the mentioned symptoms, you must not travel offshore

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### **4.4 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
- Face mask shall be used at the heliport
- 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

#### 4.4.1 Helicopter

- Facemask shall be used on the helicopter if allowed by the helicopter company
- Air-condition /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
- Personnel is recommended to use face mask on the helicopter if approved by helicopter provider

### **4.5 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:



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- 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.

### 4.5.1 Pre-departure phone calls

OD HR Coordinator makes a call to OD employees between 9-7 days prior to travelling offshore (use appendix 1) and RTC Medic makes a call to OD employees 1 day prior to travelling offshore (use appendix 1). These conversations shall be conducted with all Odfjell Drilling employees.

Specification around the calls for OD personnel, hired and service companies is described and sent out in a separate instruction. The general pre-caution principals are the same.

See chapter 4.8 for requirements regarding ad-hoc departures.

All completed forms (App 1) shall be sent to the OD's Medic the day before departure.

FAL is only involved if call 1 or 2 ends with YES on one or more of the questions.

Negative test results (for those who come from abroad and take advantage of the opportunity with 2 tests and 7 days quarantine) must be sent to the medic the day before departure

**Odfjell Drillings 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).**

Any deviation due to ad-hoc departure, which means that the first call (9-7 days prior to travelling offshore) is not possible, shall be handled as follows:

- Evaluate whether the offshore travel is required
- If required, the 1<sup>st</sup> conversation should be carried out immediately when the ad-hoc travel is evaluated and decided. 2<sup>nd</sup> conversation to be conducted 1 day prior to offshore departure. Pre-departure interview form for subcontractors to be used, ref. appendix 2.
- If less than 4 days to offshore departure, only the 2<sup>nd</sup> conversation is required. Pre-departure interview form for subcontractors to be used, ref. appendix 2.
- Deviation to be approved by Rig Management
- The person approved for ad-hoc travel to contact Offshore Nurse upon rig arrival for further information.

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All completed forms (App 2) shall be sent to the OD's Medic the day before departure.

FAL is only involved if call 1 or 2 ends with YES on one or more of the questions.

Negative test results (for those who come from abroad and take advantage of the opportunity with 2 tests and 7 days quarantine) must be sent to the 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.

### **4.6 Departure hotel**

Odfjell Drilling has hotel agreements which will be used to order a hotel through the ATPi travel portal.

The departure hotels have implemented specific measures in accordance with the authorities' recommendations to limit the risk of the spread of infection.

Examples of measures are increased cleaning frequency and disinfection of critical touch points, restrictions related to meals and serving, as well as closure of training facilities.

- Please note that the hotel has other external guests. Contact with these must be avoided.
- Limit contact with other guests
- Socializing with others should:
  - Preferably take place outside
  - Maintain a distance of 2 meters
  - Limit the number of people you have contact with
  - Limit close contact with people who have a similar offshore role (deputy-role)
  - Limit or avoid use of alcohol
- You are free to stay outdoors and exercise outdoors. The hotel's indoor training facilities will not be used.

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- Be aware that common contact points can be a source of infection. I.e.: door handles, reception desk, elevator buttons, remote control, coffee machines etc.
- Frequent handwashing is recommended
- Monitor for symptoms. Contact the offshore medic if you experience symptoms of a respiratory infection.

### **4.7 Registration of close contacts onboard and distance**

After the shift, everyone on board must register the day's close contacts. This must be done during the entire offshore period but does not need to be given to others. The list must be kept for 10 days after returning home before it can be deleted (see Appendix 5).

One is considered a "close contact" if:

- you have been in contact with a person who has been confirmed infected with covid-19 less than 48 hours before the infected person got the first symptoms

AND

- the contact has been
  - under two meters distance for more than 15 minutes OR
  - direct physical contact OR
  - direct contact with secretions

Skylobby before travelling home and helicopter to shore:

- Facemask shall be used in the skylobby before departure to shore
- Facemask shall be used on the helicopter when approved by the helicopter company

Everyone must keep a distance on board according to FHI's rules, when this is not possible, a mouthpiece must be considered. Furthermore, socialization should be avoided.

Leading personnel moving through different departments/disciplines must keep a distance of 2 meters.

### **4.8 Client and Client Subcontractors**

Clients are asked to handle the medical 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.

The interview form (Appendix 2) sent to the unit's medic is not shared with anyone other than the FAL (if YES to one of the questions). The information is not stored beyond the actual offshore period + 2 weeks, and is then deleted.

Confirmation from Client that OD procedure for offshore travel is followed by Client and Client subcontractor is required.

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Any deviation due to ad-hoc departure to be handled as described for OD and OD subcontractors above. Deviations for client and client subcontractors to be approved by Operator representative. Exceptions from quarantine rules from red countries are treated as described in chapter 4.9.2.

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 RTC 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» (ref. above).**

### **4.9 Ad-hoc departure (departure with shorter notice than 7 days)**

For this type of travel, a distinction is made between companies and suppliers according to the following principle/categories:

1. Company/supplier that is permanent on board, as well as part-active in well construction
2. A company/supplier that is not directly involved/contributing to the drilling production is not considered permanent on board.

#### 4.9.1 Ad-hoc rental of personnel (departure with shorter notice than 7 days)

- All companies and suppliers of services that are considered permanent on board the rigs fall under the same category as OD employees following requirements according to MODU travel instructions. **Category 1.**
- Other companies and suppliers of services / maintenance / inspection etc. **Category 2.**
- For **Category 2**, exceptions are only granted for service- and safety-critical services/deliveries. The Rig Manager for each MODU unit handles applications for deviation.

#### 4.9.2 Requirements for exceptions

- Personnel shall, if possible, be tested 1-2 days in advance before taking the PCR test at the heliport before offshore travel, and a negative test result must be available before departure by helicopter. The medic conducts the pre-departure interview the day before departure.
- The person is tested again on board on day 3, and must be in 'leisure quarantine' until a negative test result for the test on board is available.

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- Leisure quarantine consist of at least: not eating in the mess room with others (meals delivered at the cabin), use of face mask when working with others closer than 1-2 meters, being at the cabin after work, not sharing a bath/toilet with others (this applies specifically to DSY/DSN where the adjacent cabin is to be empty).

### Examples:

- A manning agency **cannot** be interpreted as permanent on board, and will rarely/never end up in the category of operational and safety critical.
- Kongsberg shall travel offshore and this is planned more than 7 days in advance. Pre-departure interview 1 via HR/health service from Kongsberg 7 days in advance, and 2<sup>nd</sup> pre-departure interview the day before by OD medic.
- **Deviation:** Kongsberg (or other category 2 company) needs to travel offshore ad-hoc with shorter notice than 7 days. Personnel must be tested 1-2 days in advance and a negative test result must be available before departure by helicopter. The medic conducts the pre-departure interview the day before departure. The person is tested again on board on day 3, and must be in 'leisure quarantine' until a negative test result for the test on board is available. Process to be approved by the unit Rig Manager.

### 4.10 Short-term people onshore to release cabin on board

For shorter travels (24-48 hours) to onshore and instructed to a stand by stay at departure-, quarantine hotel, there is no need to re-test. The prerequisite is that the crew strictly adheres to current regulations, social contact, face mask etc. It is not permitted to travel home. For periods extending 48 hours at the departure-, quarantine hotel, a new test must be taken

If personnel stays at another location (home, other hotel, etc.), a new test must be performed and confirmed. In that case, the number of close contacts must be limited to an absolute minimum or avoided.

## 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)**

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<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

<https://www.fhi.no/en/op/novel-coronavirus-facts-advice/advice-to-health-personnel/definitions-of-probable-and-confirmed-cases-of-coronavirus-covid-19-and-con/?term=&h=1>

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

<https://www.fhi.no/en/op/novel-coronavirus-facts-advice/facts-and-general-advice/social-distance-quarantine-and-isolation/?term=&h=1>

## **6 APPENDICES**

Appendix 1: Pre-departure interview form for OD employees

Appendix 2: Pre-departure interview form for subcontractors

Appendix 3: Letter to clients

Appendix 4: OD expectations to quarantine requirements

Appendix 5: Mapping of close contacts

Appendix 6: Confirmation of exemption from quarantine requirements after foreign travel

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**Appendix 1: Pre-departure interview form for OD employees**

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

Guiding questions:	Conver- sation 1		Conver- sation 2	
	Yes	No	Yes	No
Have you arrived in Norway from abroad? <b>YES NO</b> If YES, the country must be cleared against quarantine regulations, ref Ch. 4.2 in procedure L3-MODU-NO-HSE-PR-038 MODU offshore travel during Covid-19 outbreak Norwegian Continental Shelf. – <b>registered 2 x negative test result?</b> For example, personnel residing in Sweden and Denmark are not exempt from quarantine in Norway. <b>Comment:</b>				
Have you visited any country or region marked as RED on the NIPH map the last 10 days? <b>Comment:</b>				
<b>Do you have a negative PCR test result?</b> (picture of testresult/print screen) <b>Comment:</b>	N/A	N/A		
Does the employee have symptoms of respiratory infection? Cough, sore throat or difficulty breathing. If yes, provide information regarding testing. <b>Comment:</b>				
Has the employee had fever in the last week prior to travel offshore? <b>Comment:</b>				
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? <b>Comment:</b>				
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? <b>Comment:</b>				
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? <b>Comment:</b>				
After review of planned travel route to the heliport, is the employee exposed to risk of infection on the trip? <b>Comment:</b>				
Is there a condition that makes the employee particularly at risk of serious illness if he or she is infected by Covid-19? <b>Comment:</b>				
If this offshore travel is an <b>ad-hoc</b> travel and the 1. Conversation was not conducted 9-7 days prior to travelling offshore, what is the reason for this being an ad-hoc offshore travel?				
Ad-hoc offshore travel to be approved by Rig Management, ref. 4.2.				
Ensure that the employee understands the gravity of the situation, and is aware of his/her responsibility to control infection.				



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NORWEGIAN CONTINENTAL SHELF**
**Appendix 2: Pre-departure interview form for subcontractors**

Employee name:			
Telephone number:			
Place of residence:			
Offshore travel date:			
Date of 1 <sup>st</sup> conversation:		Signature:	
Date of 2 <sup>nd</sup> conversation:		Signature:	

<b>Guiding questions:</b>	Conversation 1		Conversation 2	
	Yes	No	Yes	No
Have you arrived in Norway from abroad? <b>YES NO</b> If YES, the country must be cleared against quarantine regulations, ref Ch. 4.2 in procedure L3-MODU-NO-HSE-PR-038 MODU offshore travel during Covid-19 outbreak Norwegian Continental Shelf. – <b>registered 2 x negative test result?</b> For example, personnel residing in Sweden and Denmark are not exempt from quarantine in Norway. <b>Comment:</b>				
Have you visited any country or region marked as RED on the NIPH map the last 10 days? <b>Comment:</b>				
<b>Do you have a negative PCR test result?</b> (picture of testresult/print screen) <b>Comment:</b>	N/A	N/A		
Does the employee have symptoms of respiratory infection? Cough, sore throat or difficulty breathing. If yes, provide information regarding testing. <b>Comment:</b>				
Has the employee had a fever in the last week prior to travel offshore? <b>Comment:</b>				
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? <b>Comment:</b>				
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? <b>Comment:</b>				
Has the employee exposed themselves to elevated risk of infection in the period prior to travel offsh.? E.g. travel abroad, visits to hospitals, large crowds or similar? <b>Comment:</b>				
After review of planned travel route to the heliport, is the employee exposed to risk of infection on the trip? <b>Comment:</b>				
Is there a condition that makes the employee particularly at risk of serious illness if he or she is infected by Covid-19? <b>Comment:</b>				
If this offshore travel is an <b>ad-hoc</b> travel and the 1. Conversation was not conducted 9-7 days prior to travelling offshore, what is the reason for this being an ad-hoc offshore travel?				
Ad-hoc offshore travel to be approved by Rig Management.				
Ensure that the employee understands the gravity of the situation, and is aware of his/her responsibility to control infection.				



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

**Appendix 3: Letter to clients**

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**Letter to clients**

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

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

Reference is made to our letter dated 16 April 2020. Due to the fact that we are still in the middle of a pandemic, we see the need for reminding all of our clients of the Odfjell Drilling MODU offshore travel procedure during the covid-19 outbreak.

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.

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. The appendix 2 form however needs to be sent to the unit 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.

Odfjell Drilling AS  
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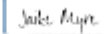
## MODU OFFSHORE TRAVEL DURING COVID-19 OUTBREAK – NORWEGIAN CONTINENTAL SHELF

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Best regards  
Odfjell Drilling AS  
  
Lars Mörten Tveit  
VP Operations MODU

Digitally signed by  
  
Janike A. Myre  
SVP QHSE

Copy to: Rig Managers, Helge Maubach, Edwin van Gelder, Tove Spjeld

## **Appendix 4: OD expectations to quarantine requirements**

Persons arriving in Norway from areas requiring quarantine must be in quarantine for 10 days

starting as of 30.10.20 kl. 24:00

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- You are in quarantine for 10 days after the last exposure, or after arriving in Norway from an area, that demands quarantine. This also applies if you have a stopover in areas with a quarantine obligation. (ref. Pt. 4.2)
- You must be able to document that you have a suitable place to stay where you can stay for the entire quarantine period, or until the time of departure
- You must stay in your own home or other suitable place of residence, and can only stay outside your home or place of residence if you can avoid close contact with others than household members
- You can be in normal contact with household members, but avoid visits
- Do not go to work, school, childcare centre or other activity outside the home
- Do not take long trips in Norway
- Do not use public transport
- Avoid places where it is difficult to maintain a distance from other people
- You should wear a facemask in places where it is difficult to maintain a distance of 1 meter
- As a rule, you should not visit public places like shops and cafes. If there is no alternative, you may go out to carry out a necessary errand to the supermarket or pharmacy, but ensure that you keep a distance (at least 1 metre) from other people and avoid queues
- You can go for a walk, but keep a distance of at least 1 metre from others
- Be alert for any symptoms. If you develop a fever or respiratory tract symptoms, isolate yourself as soon as possible
- If you get a positive test result, you go into "home isolation"
- You must inform your line manager when you are being tested or going into home isolation

**When in quarantine you must stay in a suitable place:**

- The most common place to be in quarantine is at home. For another residence to be suitable, it must be possible to avoid contact with others than those you usually live with
- When using quarantine hotels, you must follow all the rules described above, as well as comply with the restrictions imposed by the hotel





## Appendix 6: Confirmation of exemption from quarantine requirements after foreign travel



To whom it may concern,

### Confirmation of exemption from “closed borders” after foreign travel

[Employee's name] has a position of [00], in [company name], and is traveling to perform work that is covered by exemptions under Government.no:

*“The general travel restrictions are supplemented with the following opportunities for carrying out work travel to maintain basic social functions:*

- *work travel required to meet the basic transport needs of society such as shipping and other freight transport can be carried out as much as possible without hindrance.*
- *work travel required to safeguard the production of oil and gas on the Norwegian continental shelf can be carried out as much as possible without hindrance*
- *securing port calls for ships carrying goods and supplies” (our translation).*

Furthermore, we indicate that his / her position is included in the group [Select one of the following categories:] [Alt 1: “Crew members on ships and rigs related to transport and oil and gas production”] [Alt. 2: “Employees in shipping companies and the shipping industry with essential tasks related to maintaining operational logistics chains and energy production”].

This group of personnel is included in the current list of “[Key positions and critical occupations / personnel groups / positions](#)” under Government.no

We refer to the Norwegian Directorate for Civil Protection for questions related to this list (e-mail address: funksjoner@dsb.no).

We ask to be contacted for questions / clarifications. Contact details are [00].

Kind regards

Helge Maubach

VP HR MODU

[hma@odfjelldrilling.com](mailto:hma@odfjelldrilling.com)