

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

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L3-MODU-NO-HSE-PR-038

CHAP. NO	DESCRIPTION	REV. NO	DATE
All	Major update – changes in restrictions	32	01.10.21
Appendix 2	Expired	31	03.09.21
All	Updated – changes in restrictions. Appendix 3 defined as expired. New attachment 1.	30	01.09.21
4.3.2	Updated regarding testing facilities	29	27.07.21
All	Revised to refer only to FHI regulation	28	19.07.21
All and 4.2	Major revised an updated according to FHI requirements	27	20.05.21
4.2	Updated according to FHI requirements	26	03.05.21
4.10	New chapter - short onshore stays	25	24.04.21
4.2, 4.3.2, 4.5.1, 4.9.2, App. 1 and 2	Test for all entering Norway, waiting quarantine, charter flight, phone call 2, leisure quarantine	24	26.03.21
4.2, App. 1 and 2. New App 6	Testing before offshore travel, No longer exceptions from the entry quarantine for people who have had COVID-19, Confirmation of exemption from quarantine requirements after foreign travel	23	08.02.21
4.2, App 1+2	Infection situation in Norway	22	01.02.21
4.2	Stricter rules on foreign nationals who seek entry to Norway	21	28.01.21
4.2, 4.3.4, 4.3.12, Appendix 1+2	Change from 72 to 24 for test on arrival Norway, Infection situation in Eastern Norway, info from heliport during delays, UK + shortened quarantine possibilities	20	27.01.21
New Ch. 4.3.13	Ad-hoc departure	19	21.01.21

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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
Employee	Responsible for own well-being and to adhere to the company requirements

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 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 rules 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 different colours DARK RED, RED, ORANGE, GREEN, LIGHT GREY, and PURPLE, and is updated by FHI every 14 days as a minimum.

Travellers from countries/regions in the EEA/Schengen/United Kingdom with a sufficiently low infection rate (green countries/regions shown on the map below) do not need to go into entry quarantine.

Fully vaccinated people and those who have had COVID-19 during the past six months are exempt from entry quarantine if they have valid documentation.

See the link above for detailed information.

4.3 Preventive measures before travelling offshore

4.3.1 General info regarding Quarantine before offshore travel

Due to an increase in the vaccine coverage, many infection control measures for the population have been removed. This new phase is called **"normal daily life with increased preparedness"**.

The general infection control advice such as staying home when you are ill and having good cough etiquette and hand hygiene still applies. Other advice and measures can be used locally or nationally if the infection situation makes it necessary.

- If you have newly-arisen respiratory symptoms such as fever, cough, sore throat or decreased general condition, you should stay home. Adults should have a negative COVID-19 test before returning to work.
 - Flowchart:
<https://www.fhi.no/contentassets/3926c421314b41f2a24e4cc022dc7017/2021-09-25-engelsk-flytskjema-symptomer-gjenapning.pdf>
 - If any of the above (flowchart) 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.

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4.3.2 Vaccination

A successful Covid-19 vaccination programme is an extremely important measure moving forward to control the further spread of the virus.

To ensure that we are able to provide a safe working environment for everyone, we strongly recommend and encourage all our employees to get fully vaccinated as soon as possible.

Be aware and try to avoid go get vaccinated less than five days before travelling offshore, because you could experience side effects from the vaccine like flu-like symptoms. If you recognise symptoms first few days after vaccination, please inform your HR coordinator / rig nurse. You cannot travel offshore until you are fit.

4.3.3 Helicopter terminal

- Face mask shall be used at the heliport
- For information;
 - Security/terminal personnel are constantly informed of new departure criteria
 - Increased frequency of cleaning at the terminal and check-in machines and other facilities
 - In case of suspected contamination, the terminal is emptied (when necessary) and cleaning/disinfecting is carried out where potential contamination is located
 - Routines for handling of personnel who show up on heliport with covid-19 symptoms are established
 - Physicians have assessed the infection barriers on all heliports

4.3.4 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

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4.4 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. The Covid-19 vaccine will give protection of serious illness if infected.

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

Defined risk groups are:

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

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

4.4.1 Pre-departure phone calls

OD HR Coordinator makes a call to OD employees 3 working days prior to travelling offshore (use appendix 1)

Specification around the calls for OD personnel, clients, hired and service companies is described and sent out in a separate instruction. The general pre-caution principals are the same. If the call cannot be made 3 working days prior to travelling offshore, The general pre-caution principals are the same.

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

FAL is involved if pre-departure call ends with YES on one or more of the questions.

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

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

4.5 Registration of close contacts onboard and distance

If there is a situation with defined infection onboard, shall the close contacts be registered according to Appendix 5.

Definition of "close contact":

- 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

The further follow-up and actions of defined close contacts will depend on the actual situation on the rig, their vaccination status, job tasks, and possible also a risk evaluation.

4.6 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. 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 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.

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.

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.

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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>

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>

Norwegian Institute of Public Health: Infection control advice for the population

<https://www.fhi.no/en/op/novel-coronavirus-facts-advice/facts-and-general-advice/infection-control-advice-for-the-population/>

Norwegian Institute of Public Health: Entry quarantine and rules upon arrival in Norway

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

Norwegian Institute of Public Health: What should you do with newly-arisen respiratory tract symptoms?

<https://www.fhi.no/en/op/novel-coronavirus-facts-advice/facts-and-general-advice/advice-when-you-or-your-household-members-have-respiratory-infections-but-a/>

6 APPENDICES

Appendix 1: Pre-departure interview form for offshore travel

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

Appendix 3: Letter to clients - EXPIRED

Appendix 4: OD expectations to quarantine requirements - EXPIRED

Appendix 5: Mapping of close contacts

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

Attachment 1: Matrix for pre-departure calls

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Appendix 1: Pre-departure interview form

Employee name:		
Telephone number:		
Place of residence:		
Offshore travel date:		
Date of conversation: (OD HR)		Signature HR/RTC Medic/Client/Service:
Guiding questions	Answer	
	Yes	No
Have you arrived in Norway from abroad? YES NO 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. Valid documentation; Corona pass? Comment:		
Have you visited any country or region marked as DARK RED/RED on the NIPH map the last 10 days? Valid documentation? Comment:		
Does the employee have symptoms of respiratory infection? Fever, cough, sore throat or difficulty breathing. If yes, provide information regarding testing. Comment:		
Does the employee live in the same household with persons who have upper respiratory infection (cough, sore throat, difficulty breathing or fever), or confirmed or suspected Covid-19 infection? If "yes" on this question, it is important to ask whether the employee is vaccinated or not. Comment:		
Has the employee or anyone in the same household had close contact with a person confirmed to be ill with Covid-19 infection or strong suspicion of Covid-19 infection? Comment:		
Has the employee exposed themselves to elevated risk of infection in the period prior to travel offshore? E.g. travel abroad, visits to hospitals, large crowds or similar? Do the employee / close family members have plans to participate in social gatherings, crowds etc. the last days prior to the offshore travel? Comment:		
After review of planned travel route to the heliport, is the employee exposed to risk of infection on the trip? Comment:		
Is there a condition that makes the employee particularly at risk of serious illness if he or she is infected by Covid-19? Comment:		

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Appendix 5: MAPPING OF CLOSE CONTACTS

NAME:

CABIN:

DEPARTMENT/COMPANY:

ARRIVAL DATE:

In connection with the Covid-19 pandemic, must a list be established over the close contacts the potential C19 infected person has had throughout the day. If you are in doubt about whether a person is close contact, list this person as close contact.

- Everyone who has been on the same flight as you (Not necessary, already covered in dawinci)
- Everyone who has eaten several meals with you
- Everyone who has worked over 15 minutes in the same closed room as you
- Everyone who has worked closely with you
- Other relevant situations or several short-term interactions with you.

DATE	NAME ON CLOSE CONTACT	DEPARTMENT/COMPANY



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