

INTENDED DISTRIBUTION: ALL Offshore Shell Personnel - OMs to cascade to all Shell offshore staff AS WRITTEN (Contractors for awareness only)



COVID-19 Offshore Travel Bulletin

Travel Guidance for GOM Offshore Personnel – Including Hotel Booking Process Prior to Departure

May 1, 2020

The best way to prevent COVID-19 is to **avoid being exposed to the virus**. To help reduce your exposure to COVID-19, we have prepared the following guidance to **support you as you travel** to your point of embarkation to travel offshore and for your safe journey home.

Based on what is known about the virus that causes COVID-19, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets produced when an infected person coughs or sneezes. These droplets can be inhaled into the lungs and cause infection. Transmission of COVID-19 to persons may also occur from surfaces contaminated with the virus.

If **commercial domestic flights** are unavoidable for you to come to work, we strongly encourage that you rigorously **practice social distancing** (*maintaining a buffer of 6 feet between you and the person next to you*) as much as possible and follow **good hygiene practices** while travelling.

To best protect against exposure to COVID-19, and align with CDC guidelines, **minimize travel** and schedule only necessary travel in a way to **avoid busiest times** at transport hubs. In addition, as much as practicable, **aim to avoid mass public transport**.

For people who use **road transport**, we strongly encourage that you continue to adhere to the **voluntary self-quarantine guidelines** during your travel to the heliport. **Please consider self-driving if it is practicable and safe to do so**. Should you require ground transportation, consider **individual car rental** or if that is not possible, the following providers are suggested.

RENTAL CARS/CAR SERVICES:

NOLA/HOUMA AREA			
Company	Service	Phone	Email / web address
Livery	Luxury Fleet of cars	+1-877-546-8788	info@limolivery.com
Hotard	Bus and Van Services	+1-800-356-6831	charters@hotard.com
HOUSTON/GALVESTON			
Company	Service	Phone	Email / web address
Ambassador	Car Service	+1-866-638-5466	www.aambassador.com/
CityCar Services	Car Service	+1-800-322-8007	www.citycarservices.com/
Greater Houston Limo	Car Service	+1-800-460-7306	www.ghlimo.com/

BOOKING A HOTEL PRIOR TO DEPARTURE:

For hotel bookings, Shell staff and contractors are requested to book the approved hotel by **calling them directly** for overnight stay before going offshore and for multiple night accommodations. A weekly booking code will be generated on Monday and communicated through the Operations IMT. **You will be required to have the booking code before you contact the hotel for a reservation.**

Contact your line manager for the weekly booking code.

HOUMA AREA	
Hotel	Address
Courtyard by Marriot Houma (985) 223-8996	142 Library Dr.
GALVESTON	
Hotel	Address
Holiday Inn Express & Suites Galveston on the Beach (409) 740-5300	5002 Seawall Blvd.

Booking Rooms and Check in/out Process:

- Check in time: 3pm, check out time: 12pm
- 24-hour notice required for multiple night accommodations
- Check in at front desk. Picture ID required
- Maintain 6' of distance between people at all times
- Mass check in can be coordinated to limit contact. Option for facilities focal point to pass keys
- Inform reception of check out prior to check out
- Leave key cards in room or drop off at reception in clear plastic drop box

Dining:

- No food will be served for single night stays
- Hotel will serve breakfast, lunch, and dinner only for multiple night stays
 - Food will be served in to go boxes and will be delivered to the tables outside of rooms on the following schedule:
 - Breakfast: 8am
 - Lunch: 12pm
 - Dinner: 6pm

Big Rules:

1. Report to your line manager if you feel feverish, or experience symptoms such as a cough or difficulty breathing
2. Stay at least 6 feet away from others
3. Limit meetings or gatherings to 10 or less people
4. No handshakes, fist bumps, etc.
5. Wash hands regularly
 - a. Before exiting a bathroom
 - b. Before entering the common areas
 - c. Before preparing to eat food

6. Use hand sanitizer when entering or exiting rooms, and common areas
7. No spitting in trash cans on the sidewalks to road.
8. Cough or sneeze inside your shirt or into your elbow; not into hands or open air
9. Shower daily
10. Avoid touching your face

For more resources, please thoroughly read the CDC webpages for prevention and travel guidelines:

- [CDC Prevention](#)
- [CDC Travel Guidelines](#)