

INTENDED DISTRIBUTION: Operations Managers to cascade to OIMs and field staff for action AS WRITTEN; Contractors for action AS WRITTEN



COVID-19 Offshore Bulletin

UPDATES: Guidance for Pre-Embarkation Testing

May 20, 2020

As preparations continue for pre-embarkation COVID-19 testing for personnel traveling to Shell Offshore Inc. (SOI)'s offshore production assets in the U.S. Gulf of Mexico, the Incident Management Team (IMT) has been working to streamline our process based on feedback from stakeholders. **Please note the new and refined steps, which the IMT trusts will make the testing process as smooth and seamless as possible.**

Revised Data Transfer and Test Scheduling Process

For Shell employees and contractor personnel, in order to facilitate a more efficient registration and testing process, Shell will now be sharing the following personal information about all personnel traveling offshore, with the Clinic that will conduct the testing of each person:

- Legal name
- Legal address
- Date of birth
- Email address
- Phone number
- Employing company

The clinics are required to keep this information confidential/private.

All Shell employee and contractor personnel data will be transferred by Shell Asset Logistics Coordinators to the Clinic using a secured data file transfer process.

Contractor companies no longer need to directly transfer their employees' data to the clinics.

Shell employees do not need to take any further action and will be informed by their Shell Asset Logistics Coordinator of their day and time for testing based on flight date and time.

For contractor personnel, the following steps outline the revised process:

1. Contractor representatives **inform** contractor personnel that their personal information will be shared, by Shell, with the clinic for COVID-19 testing purposes.
2. As per the normal process, the contractor representative should submit crew change information and ad hoc flight requests for contractor personnel to their Shell Asset Logistics Coordinator.
3. Shell Asset Logistics Coordinators will provide Excel personnel data forms to the clinics 48 hours prior to contractor personnel's respective testing day.
4. Building on the normal process for flight schedule notification, Shell Asset Logistics Coordinators will notify either the contractor representative or contractor personnel directly of their testing day and designated window in which they are to report to the clinic for testing, as part of the existing Shell notification process for pre-embarkation.
5. Contractor personnel only need to arrive at the clinic during their appropriate testing day and testing window (see Clinic table below).

Neither Contractors nor their personnel should directly contact the clinic to schedule an appointment. Contractor personnel only need to arrive at the clinic with their photo ID during their appropriate testing day and window, as communicated by their Shell Asset Logistics Coordinator.

Asset Logistics Coordinators

For any questions regarding the sharing of contractor personnel personal information, or this process, contractors should contact their Shell Asset Logistics Coordinator:

Shell Asset	Logistics Coordinator	
Mars	Joshua Robert Nick Belanger	Joshua.Robert@shell.com Nick.Belanger@shell.com
Ursa	Blake Freeman Jon Smith	Blake.Freeman@shell.com Jon.J.Smith@shell.com
Olympus	Dennis Randall Terry Palmer	Dennis.Randall@shell.com Terry.A.Palmer@shell.com
Appomattox	Travis Vance Frankie Brown	Travis.Vance@shell.com Frankie.Brown@shell.com
Auger	Aaron Gram Taylor Thibodaux	Aaron.Gram@shell.com Taylor.Thibodaux@shell.com
ESA	Justin Verret David Green	Justin.Verret@shell.com D.Green2@shell.com
Stones	Sean Guidry Carlos Jimenez	Sean.Guidry@shell.com Carlos.L.Jimenez@shell.com

Perdido	Will Steed Steve Schatz	w.steed@shell.com Steve.Schatz@shell.com
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Clinic locations and testing windows for Shell employees and contractor personnel

Clinics will **not** provide specific appointment times. However, testing will take place during certain time windows, two calendar days before scheduled flights, as communicated to contractor personnel and Shell employees by the Shell Asset Logistics Coordinators.

LOUISIANA	
Personnel Instructions	Clinic Locations
<p>You will be pre-registered by your Shell Logistics Coordinator. Arrive at clinic <i>during testing window</i> 48 hours <i>prior</i> to flight departure day</p> <p>Bring government-issued photo ID</p> <p>Upon arrival at greeting station, identify you are part of Shell's occupational testing program</p>	<p><u>Ochsner Urgent Care Houma</u> 5922 W Main Street, Suite A Houma, LA 70360</p> <p><u>Testing hours</u> Monday to Friday: Testing window 8am – 10am, if flight departs 10am or earlier Testing window 3pm – 5pm, if flight departs after 10am Saturday & Sunday Testing window 9am – Noon (regardless of flight departure time)</p>
TEXAS	
<p>You will be pre-registered by your Shell Logistics Coordinator. Arrive at clinic <i>during testing window</i> 48 hours <i>prior</i> to flight departure day</p> <p>Bring government-issued photo ID</p> <p>Upon arrival at greeting station, identify you are part of Shell's testing program</p>	<p><u>University of Texas Medical Branch—Primary Care Pavilion</u> 400 Harborside Dr, Galveston, TX 77550 Entrance A—Suite 102</p> <p><u>Testing Hours</u> Monday to Friday: 8am – 12pm (regardless of flight departure time) Saturday & Sunday: 1130am – 130pm (regardless of flight departure)</p>

Note: Hours may change to include earlier times for accommodating days with higher staff test volumes. Changes in testing windows will be communicated by the Shell Asset Logistics Coordinators to Shell employees and contractor personnel. Employees should not contact the clinics directly.

In case, upon arrival at the clinic, a Shell employee or contractor personnel does not appear to be pre-registered, they will be required to complete registration manually at the clinic, before testing.

Test Results

The administering clinic will notify contractor personnel via phone of their COVID-19 test result. If a positive test result is received, the contractor personnel should not proceed to the heliport and should instead promptly notify their employing company. The contractor company will thereafter immediately notify the Shell OIM or Wells Operations Team Lead, to discuss potential options to identify replacement contractor personnel.

If a negative result is received, contractor personnel should proceed to the heliport on the day of departure, as planned, where they will continue through the remainder of the heliport-based screening process currently in place.

Results will be communicated by the administering clinic within a targeted timeframe of:

- By 9:00 pm the day prior to flight, if flight departure time is prior to 12:00pm (noon)
- 3 hours prior to flight, if flight departure time is after 12:00pm.

We appreciate your continued patience with this process and thank you for all that you are doing to keep yourselves and your colleagues safe.