

INTENDED DISTRIBUTION: Operations Managers to cascade to ALL PERSONNEL to ACTION AS WRITTEN (Contractors for ACTION)



COVID-19

A Comprehensive Guide to Changes to Strengthen Preflight COVID Barriers (Testing, Quarantine Period, etc.)

June 19, 2020

As part of Shell Offshore Inc. (Shell)'s approach to mitigate the risks of COVID-19 transmission to the offshore community, the Incident Management Team continues to work with Shell Health and the medical and public health community to ensure that the mitigations and barriers against COVID-19 reflect the changing conditions in society and the best science and data available.

To date, we have largely been successful in minimizing COVID-19 transmission on our offshore assets through the deployment of a suite of risk mitigations which rely on individual compliance with strict social distancing and voluntary self-quarantine for 14 days prior to offshore travel, combined with pre-flight testing and maintaining personal hygiene, social distancing and recording close contacts while offshore.

In the earlier phases of society's response to the COVID-19 pandemic, stricter compliance by the majority of the community "flattened the curve" and meant that a 14 day quarantine at home provided a level of COVID-19 risk mitigation that provided a higher level of comfort that we were minimizing the risk to the offshore community, particularly when combined with pre-flight testing.

Now that these societal restrictions are lifting in many of the communities in which our workforce live or travel through, this pre-flight 14 day self-quarantine at home may no longer offer the same level of protection it once did to our offshore community.

In order to bring our pre-flight COVID-19 risk mitigation barriers back up to the same standard of risk mitigation they offered before society reopened significantly, Shell is strongly recommending a suite of changes to the voluntary pre-flight risk mitigation behaviors of our offshore workforce.

You will notice a shorter but more robust pre-flight voluntary quarantine period, shorter testing turnaround times, and additional options to assist you in complying with the more robust quarantine period.

It is important to note that we understand that some of these measures may be difficult to enact in each individual's home life. However, please note that your line manager is always available to discuss how to assist you to comply with these changes.

PREFLIGHT QUARANTINE PERIOD UPDATES:

The value of a 14-day self-quarantine period may have been reduced by society's reopening and lowered compliance with recommendations regarding the use of masks, social distancing and avoiding large gatherings, etc. To counteract this reduction in the effectiveness of a less-restrictive 14-day self-quarantine period, Shell Health has advised that a more robust 5-day long self-quarantine period,

combined with a pre-departure COVID-19 test on day 6 may be observed instead. While these recommended practices in the more robust 5-day quarantine period are more restrictive, it is a much shorter period for people to observe.

Robust 5 Day Quarantine						Test	FLY
6	5	4	3	2	1	0	
Robust Quarantine Measures							
<ul style="list-style-type: none"> ▪ Implement “social distancing” and follow CDC guidance at home ▪ All workers and their close contacts should stay home or away from groups of people as much as possible. <ul style="list-style-type: none"> ▪ This includes minimizing social interactions and travel to that required for essential well-being only (groceries, medical appointments, etc.). ▪ Consider contactless services such a grocery pick up, home delivery etc. ▪ Avoid social gatherings ▪ No visits to/from non-family members or family members outside your household unless necessary ▪ If a family member or roommate works or is exposed to a setting where there is a high risk of infection, like a healthcare facility, or shows any signs of illness, you should isolate from them, including sleeping in a separate room and use a separate bathroom. 							
If a Robust Quarantine is not possible in your home							
<ul style="list-style-type: none"> ▪ Contact your line manager to discuss how your employer can support you and provide alternative options. 							

This new, more robust, 5-day quarantine period prior to testing means that individuals should restrict their actions and activities to minimize the risk of exposure to them and their close contacts for this period of time and for the 24-hour period between being tested and departing for offshore.

We understand that this may be challenging and that not everyone’s home life is conducive to self-quarantine in this way. If you have concerns about your ability to observe the robust 5-day quarantine, please contact your line manager to discuss options, which may include hotel accommodations and meals for yourself.

TESTING PROCESS CHANGES:

As we committed to you, our ongoing work to streamline the testing process has now reduced the testing turnaround time to 24 hours thanks to medical advances and increasing availability of tests and labs to process them. The shorter the time between the moment you are tested and the moment you begin your journey offshore, the less likely it is that you are exposed. This shorter turnaround time, coupled with a more consistent testing methodology and robust quarantine environment before and after being tested, will deliver even more confidence in the testing results, which is a key piece of our risk mitigation strategy.

Therefore, **effective Monday, June 22nd** ALL PERSONNEL (i.e. Shell staff; Production Third Party Contractor Personnel; Wells Third Party Contractor Personnel at TLPs and MODUs) travelling offshore to Shell assets will be tested with a 24-hour turnaround time. **Shell hourly employees will be paid for 8 hours of time on testing day. Contractor employees should consult their employing company for pay guidance regarding testing time.** (Contractor Personnel’s employing companies will be reimbursed one full day of standby (or other relevant/applicable rates if standby is not expressly stipulated), as per relevant contracts/Purchase Orders, for the day of testing.)

The new process requires that you will be tested the morning prior to departure. If you fly out of Houma for a regular crew change flight, you will be tested at the Shell nominated hotel in Houma, regardless of where you live. Similarly, if you fly out of Galveston for a regular crew change flight, you will be tested at the Shell nominated hotel in the Galveston area, regardless of where you live.

In Houma: ALL testing for both regular crew changes and ad-hoc flights will be conducted in the Courtyard Marriott hotel in Houma. Your Offshore Logistics Coordinator will inform you of testing times.

In Galveston: Regular crew change testing will be conducted at the Hilton hotel in Galveston. Ad-hoc testing may be conducted in the hotel or UTMB. Your Offshore Logistics Coordinator will inform you of your test location for ad-hoc travelers.

Test Results: You will receive a phone call before travelling to the heliport informing you of your test results **only if you test positive**. If you test positive for COVID-19, you should inform your supervisor and return home and seek medical attention from your regular physician as needed. **DO NOT TRAVEL TO THE HELIPORT IF YOU HAVE BEEN INFORMED YOU HAVE TESTED POSITIVE.** All test results will be made available at the heliport to assist with screening.

If you have not received a phone call at least 2 hours prior to your scheduled flight, you should report to the heliport for regular pre-flight screening and departure.

	Day Before Departure	Day of Departure		
Houma	Testing Window 7am-12pm	Tests shipped to lab. To be received by 3pm	Results received by SMS. People who test POSITIVE notified by phone.	Proceed to heliport <i>(unless you receive a call informing you of a positive test result)</i>
Galveston	Testing Window 7am-11am			

UPDATES TO HOTEL LOCATIONS, PROCESS:

HOUMA – Courtyard Marriott – 142 Library Drive, Houma, LA

If you need to request a room for either the 5-day quarantine period or the night(s) of testing and prior to departure, please inform your Offshore Logistics Coordinator.

Houma Hotel Points of Contact:

Facilities Liaison	Facilities Liaison
Kiran Bheemaroo	Eliseo Garcia
732-670-7070	281-773-8857
Kiran.Bheemaroo@Compass-usa.com	Eliseo.Garcia@compass-usa.com

GALVESTON – Hilton Galveston Island – 5400 Seawall Blvd, Galveston, TX

If you need to request a room for either the 5-day quarantine period or the night(s) of testing and prior to departure, please inform your Offshore Logistics Coordinator.

Galveston Hotel Points of Contact:

Facilities Liaison	Facilities Liaison
Christina Gonzalez	Cheryl Slater
346-313-9604	281-995-9957
Christina.C.Gonzalez@shell.com	Cheryl.Slater@Compass-USA.com

HOTEL RULES AND POINTS OF CONTACT:

It is important for all Shell and contractor personnel to remember that the time spent awaiting testing and/or results while residing at these hotel accommodations is designed to **strengthen the barriers** to COVID-19 for our offshore workforce by providing a place to complete the voluntary quarantine period while awaiting test results. **Introducing guests or other family members to this environment – particularly those who may or may not have not been as observant of Shell’s self-quarantine guidelines – lowers the value of this barrier and could compromise the validity of testing results.**

It is critical that you meet the following expectations when utilizing the contracted hotels.

- **You are expected to treat the hotel as a medical facility** since testing is being performed there in some instances (Houma) and because it is an important final quarantine environment and must remain “clean” to ensure the validity of test results and protect our offshore workforce. **This means NO outside guests, family members, or children to accompany you during your stay. If you arrive with additional guests when checking in, you will not be allowed to check in until your guests depart.**
- **Observe strict social distancing. If this is not immediately possible, be proactive in finding solutions to do so. Do not congregate in groups.**
- Wearing a non-medical fabric face covering where social distancing is not possible is strongly recommended.
- **Check in time is 3pm.** However, if you need to arrive earlier to be tested or to accommodate your own travel needs, request an early check in time when you make your reservations.
- **If you arrive before your room is ready, be sure to ensure your maintain social distancing while waiting for your room, or request to wait in your vehicle.**
- **All meals will be provided to your hotel room. *Please do NOT leave the hotel or your room to pick up food or dine out.***
- **You MUST check OUT of the hotel when completing your stay for any reason (continuing to follow social distancing guidelines and recommendation for wearing a mask when around others).** Call the hotel front desk the night before or the morning of check out to inform them that you are checking out.
- **If you test POSITIVE for COVID-19, you must check out of the hotel, and should inform your supervisor and return home and seek medical attention from your regular physician as needed.**
- **If you damage the hotel, you will be held responsible for any damages incurred as a result of your stay.**
- **Failure to comply with these rules may result in disciplinary action by your employer.**

Other Things to Remember During Your Stay:

All meals will be provided to your hotel room. *Please do NOT leave the hotel or your room to pick up food or dine out.* Food will be delivered to your room for the duration of your stay on the following approximate schedule: Breakfast: 8am; Lunch: 12pm; Dinner: 6pm. Menus will be provided at check in, and lunch and dinner orders (choice of 2 options) to be placed daily by 10am each day with the front desk by phone.

If you feel ill, report it to your line manager immediately for further information on where to seek medical attention and instructions on how best to get there. **Contractors also need to notify their Shell focal point for awareness.**

Reminder of Hotel Big Rules:

- Report to your line manager if you feel feverish, or experience symptoms such as a cough or difficulty breathing
- Stay at least 6 feet away from others
- Do not gather in each others' rooms
- No handshakes, fist bumps, etc.
- Wash hands regularly
 - Before exiting a bathroom
 - Before entering the common areas
 - Before preparing to eat food
- Use hand sanitizer when entering or exiting rooms, and common areas
- No spitting in trash cans on the sidewalks to road.
- Cough or sneeze inside your shirt or into your elbow; not into hands or open air
- Shower daily
- Avoid touching your face

TRAVEL GUIDANCE:

Please ensure that you **minimize your exposure to others throughout your travel** from home to the heliport by observing strict social distancing at every step of your journey and wearing non-medical fabric face coverings when in public and following **meticulous hygiene practices** while travelling. Crew busses and shared transports are strongly discouraged. If a person tests positive and has shared transport in close proximity to others, it is possible that all of these shared transport riders will be screened out and unable to go offshore.

THINGS TO REMEMBER AT ALL TIMES

- A **robust quarantine** will minimize your potential of contracting COVID-19
- **Avoid contact with people who are sick** or whom may have been exposed to others with COVID-19 in the past 14 days
- **Implement social distancing** and stay at least 6 feet away from others. No handshakes, fist bumps, etc.
- **Practice meticulous personal hygiene** including washing your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- **Wear a non-medical fabric face covering** in all external situations when interacting with those outside your household.
- If you feel ill, report it to your line manager immediately for further information on where to seek medical attention and instructions on how best to get there, and **do not come to work or proceed to the heliport**. **Contractors also need to notify their Shell focal point for awareness.**

STAY FOCUSED, STAY SAFE

While we understand that this is a lot of change to process, please bear with us as we continue to improve our risk mitigation strategy in the face of the dynamic threat posed to our health and operations by COVID-19. These changes are part of our efforts to embed COVID-19 risk mitigations into our everyday ways of working, so that our offshore community can remain safe.

Even with these improvements to our processes and barriers in place, it is vital that we all remain disciplined in observing all other COVID-19 risk mitigation practices we already have in place to mitigate the risk that this virus poses to us as individuals, families, and as a business. **We appreciate the care and effort that you are all making to keep yourself, your family and you colleagues all safer.**