



Confidential

Shell Exploration and Production Company

701 Poydras Street
New Orleans, LA 70161

May 13, 2020

Dear Sir or Madam,

To enhance the risk mitigation measures already in place to safeguard the health and safety of personnel on board our offshore assets, Shell Offshore Inc. ("SOI") will begin implementing pre-flight COVID-19 testing for all individuals working for SOI and its affiliates (collectively referred to herein as "Shell"), conducting and supporting activities in the US Gulf of Mexico, and flying out of heliports in Houma, LA and Galveston, TX.

Testing will begin on May 20, 2020, and will include a diagnostic (PCR) test (nasal swab) 36-48 hours prior to scheduled flight departure time. This is a pre-requisite for offshore travel from May 22, 2020.

We have made contractual arrangements with the Ochsner Urgent Care in Houma, LA, as well as the University of Texas Medical Branch in Galveston, TX, to test personnel at their respective facilities, prior to traveling offshore. No other facilities are available for testing personnel traveling to our offshore locations at this time, though we are seeking to add additional sites convenient to our heliports and will update the list of contracted facilities, as they become available.

Through July 31, 2020, Shell will directly pay for the cost of testing.

In addition, and also through July 31, 2020, Shell will reimburse your company for the cost of your personnel's time on the day that they are tested, by applying appropriate standby provisions (or other relevant/applicable rates if standby is not expressly stipulated), as per each relevant contract.

One full day of standby will be applied for each contractor personnel required to visit a testing facility, to compensate them for the inconvenience caused.

For those contractor personnel that ordinarily travel some distance to the heliport and stay in a hotel in the vicinity the night before flight departure, and who may now need to travel to the area two nights prior to departure for testing, or for those contractor personnel that live locally but would prefer not to return home after being tested, Shell will accommodate them in a Shell approved hotel. Shell will cover the cost of this accommodation up to a maximum of two (2) nights. The hotel reservation process remains the same as outlined in previously issued guidance.

This accommodation arrangement is to be discussed and agreed on a case by case basis, with your usual Shell (e.g. Supply Chain) focal point. Note that no other expenses associated with travel to or from testing facilities or heliport, such as flight costs or mileage, will be reimbursed in association with this new requirement.

These costs will be covered by Shell only through July 31, 2020, at which point this process will be reviewed and updated, as appropriate, to reflect the changing COVID-19 environment and testing capabilities available.

The testing process outlined in this letter is an additional HSSE standard (as expressed and defined in each relevant contract) and is now required by Shell.

We have been through tough times together before, and while each of these times may have had different dimensions, we have always pulled through and delivered our strongest performance when we have worked together in the face of these challenges. We look forward to working together with you to meet this new challenge.

Thank you in advance for your cooperation.

A handwritten signature in cursive script that reads "Rick Tallant". The signature is written in black ink and is positioned to the left of a vertical line that extends downwards from the top of the signature area.

Regards,

Rick Tallant, President – Shell Offshore, Inc.

PRE-FLIGHT PROCESS & REQUIRMENTS

1. ACTIONS FOR CONTRACTOR COMPANIES

A minimum of 5 days prior to departure offshore, each contractor company will be required to register all their personnel scheduled to travel to a Shell offshore location, by contacting the clinic closest to the scheduled point of departure (Houma or Galveston), using the clinic contact information set out below, and providing certain information about the contractor personnel.

The required pre-registration details include the following basic information:

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

Please note that this data transfer only needs to be done once per person, not for each trip offshore.

For contractor personnel traveling from Houma, information should be provided to:

Ochsner Representative

Attn: Christy Troullier

Christy.troullier@oschner.org

O 504.846.3145

C 504.881.9659

For contractor personnel traveling out of Galveston, information should be provided to:

UTMB Representative

Attn: Kristie Drew

krdrew@utmb.edu

O 832.632.7072

C 210.441.0049

Each contractor company will thereafter be responsible for ensuring that all contractor personnel have adhered to the actions set out below.

2. ACTIONS FOR CONTRACTOR PERSONNEL

36 - 48 hours prior to flight departure time, contractor personnel will visit one of the clinics listed, nearest the location of their scheduled flight, at which they have already been registered by their employing company. Contractor personnel are expected to schedule their appointment themselves, using the contact details provided, prior to arrival at the clinic, in good time as per the appointment timing details set out in section 4 below.

On arrival at the clinic, contractor personnel will already be pre-registered (provided contractor company has communicated the registration information of the individual in advance) and only need to present a form of valid ID, such as a passport or a driver's license. Personnel should allow up to 2 hours for the clinic visit.

Testing will be administered by a licensed medical professional. Tests will include a PCR (nasal swab). Additional relevant data, including temperature and oxygen saturation, will also be taken.

Those contractor personnel within safe driving distance between the clinic and their home should return home and continue to follow self-quarantining and social distancing.

Those contractor personnel that require hotel accommodation for an overnight stay should follow existing guidance and stay at a Shell approved hotel as per the previously communicated process.

3. 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.

4. CLINIC INFORMATION

LOUISIANA	
Arrival Times	Clinic Locations
<p>Call 72 – 84 hours in advance of planned flight and schedule test time; test windows based on heliport departure times</p> <p>Take test <u>36 - 48 hours prior</u> to heliport arrival time</p> <p>Bring government-issued ID</p>	<p style="text-align: center;"><u>Ochsner Urgent Care Houma</u> 5922 W Main Street, Suite A Houma, LA 70360 Phone: 985-772-6825 or 772-6827</p> <p style="text-align: center;">Testing Hours Monday to Sunday: Testing window 8am – 10am, if flight departs 10am or earlier Test window 3pm – 5pm, if flight departs after 10am</p>
TEXAS	
<p>Call 72 hours in advance of flight day and schedule test time</p> <p>Take test <u>36 - 48 hours prior</u> to heliport arrival time</p> <p>Bring government-issued ID</p> <p>Upon arrival at greeting station, identify you are part of Shell’s testing program</p>	<p style="text-align: center;"><u>University of Texas Medical Branch – Primary Care Pavilion</u> 400 Harborside Dr, Galveston, TX 77550 Entrance A – Suite 102 301 University Blvd, Galveston, TX 77555-0518 Phone: 832-632-6731</p> <p style="text-align: center;">Testing Hours: Weekdays 8am – 12pm Saturday & Sunday 1130am – 130pm <i>Hours may change to include earlier times for accommodating days with higher staff test volumes</i></p>