



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 separates it from the typed name below.

Regards,

Rick Tallant, President – Shell Offshore, Inc.

PRE-FLIGHT PROCESS & REQUIRMENTS

1. ACTIONS FOR CONTRACTOR COMPANIES

Five (5) calendar days prior to departure offshore, each contractor company will be required to register all their personnel scheduled to travel to a Shell offshore location, with one of the two clinics **most convenient to visit for each of their personnel** (either Ochsner in Houma, or UTMB in Galveston), to be tested two (2) calendar days in advance of scheduled flight departure.

Contractor companies should complete the provided Excel form (accompanying this letter), to include certain information about their contractor personnel, and email it to either clinic, as per the contact details set out below. Excel form must be password protected, with password to be sent to the clinic separately, in order to protect the data of contractor personnel. This serves as the method for scheduling test appointments.

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

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

For contractor personnel to be tested in Houma, password protected Excel forms should be provided to:

Ochsner Representative

Attn: Christy Troullier
Christy.troullier@ochsner.org
O 504.846.3145
C 504.881.9659

For contractor personnel to be tested in Galveston, password protected Excel forms should be provided to:

UTMB Representative

Attn: Kristie Drew
krdrew@utmb.edu
O 832.632.7072
C 210.441.0049

Clinics will not provide specific appointment times, for each personnel. Testing will take place during certain time windows, two calendar days before scheduled flights, as set out below:

Ochsner

- Monday – Friday, 8am – 10am (if flight departs 10am or earlier) and 3pm – 5pm (if flight departs after 10am)
- Saturday – Sunday, 9am – 11am (regardless of flight departure time)

UTMB

- Monday – Friday, 8am – 12pm
- Saturday – Sunday, 11.30am – 1.30pm

Contract companies are responsible for ensuring that all contractor personnel adhere to the actions set out in section 2, below, and present themselves to the chosen clinic on the day of their appointment, within the relevant time window.

2. ACTIONS FOR CONTRACTOR PERSONNEL

Two (2) calendar days prior to flight departure time, **during the relevant testing window (as confirmed to them by their employing company)**, contractor personnel will visit one of the clinics listed, most convenient for them, at which they have already been registered (by their employing company). All contractor personnel should confirm with their employing company that they have been registered, before travelling to the clinic.

On arrival at the clinic, contractor personnel will already be pre-registered and only need to present a form of valid photo 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

Ochsner Urgent Care Houma

5922 W Main Street, Suite A

Houma, LA, 70360

Phone: 985-772-6825 or 772-6827

University of Texas Medical Branch—Primary Care Pavilion

400 Harborside Dr,

Entrance A – Suite 102

Galveston, TX, 77550

Phone: 832-632-6731