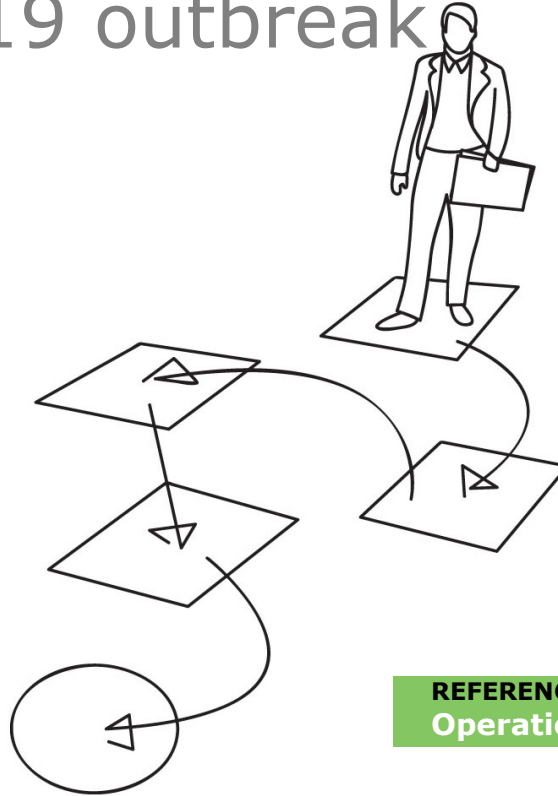


Operating Instruction

Offshore travel instructions during covid-19 outbreak



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vår energi

TITLE:

Offshore travel instructions during covid-19 outbreak

NOTES:

The knowledge base regarding the covid-19 outbreak is under development. This also means that the authority's recommendations, guidelines and legislation are constantly changing. Therefore this procedure will be updated regularly, as needed.



Revision History

Details must include revision number, description, and indication of which pages and paragraphs have been revised, date of revision approval and approval indication.

Rev	Description	Date	Process Responsible
r06	Update regarding travel to heliport and use of charter flights. Amendment of guidelines for the use of public transport, including travel home after an offshore stay, ref. chapter 2. Amendment related to quarantine for personnel mobilizing from "red countries" and ad hoc under the exemption from the quarantine provision, ref. chapter 5.	25.08.20	Rune Meinich-Bache
r07	Updated 10-day quarantine obligation for all who come from red countries / areas (also applies to people who come from Denmark and Sweden)	23.09.20	Rune Meinich-Bache
r08	Updated chapter 5 "Mobilization of personnel from abroad" - Opportunity of Covid 19 testing before traveling offshore New Appendix "Information on regarding Covid-19 testing to reduce time of quarantine"	14.10.20	Rune Meinich-Bache
r09	Updated chapter 2 related to travel to heliport (use of public transportation/plane)	20.10.20	Rune Meinich-Bache
r10	Updated Chap.2 – general guidelines for offshore travel, Chap 2.2.1 – traveling to heliport, Chap. 5 personnel mobilizing from red countries – quarantine provisions	04.11.20	Rune Meinich-Bache
r11	Updated chap 2: Instructions related to use of face mask during travel with public transport to heliport. Updated chap 4: use of face masks at heliport prior to security check.	08.12.20	Rune Meinich-Bache
r12	General update Updated Chap 5: Change in departure hotel at Sola New Chap 6: Covid-19 screening test prior to mobilization and quarantine reducing testing Updated Chap 7: Check-in and arrival at heliport Added Chap 8: List of appendices	27.01.21	Rune Meinich-Bache
r13	Updated Chap. 4: Mobilization of peronnel from abroad Updated Chap. 6: Quarantine reducing testing Updated Chap. 7, travel to heliport allowed after confirmation of Covid – 19 test OK.	21.03.21	Rune Meinich-Bache



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1 Introduction

1 Introduction

As a result of the covid-19 outbreak, the authorities have imposed a series of measures, including restrictions on traffic both domestically and when traveling in/out of Norway.

In addition, Vår Energi has introduced several company measures to minimize the risk for Covid- 19 outbreak offshore, as outlined in this document. This document is valid for everyone traveling offshore at Vår Energi installations, both VE employees and contractors. The purpose of this document is to provide instructions for all personnel going offshore to VE installations. The instruction covers both the period prior to mobilization and during travel to and from heliport.

The document does not specify specific compensation agreements, but contractors will be responsible for meeting their own expenses related to impose requirements from the authorities.

Vår Energi is continuously following the development of the covid-19 outbreak and the authorities' recommendations to reduce the spread of infection in the community. Changes in the infection risk picture may cause changes to this instruction.

Please note that the [Covid-19-regulation](#) is constantly under revision. This could have a direct impact on the mobilization of personnel from abroad. It's of vital importance that all parties familiarize themselves with the governmental requirements for travel, testing and quarantine provision. If the changes in the regulation lead to changes in VE policies, this instruction and appendices will be updated and published to all VE employees and contractors.



2 General Offshore Travel Guidelines

2 General Offshore Travel Guidelines

Vår Energi's overall goal is to minimize the risk of disease and infection transmission offshore in order to maintain robust operation on the installations. To ensure this, the company is dependent on each employee taking their share of the responsibility to protect themselves and avoid situations that could represent high risk of becoming infected with Covid- 19.

Vår Energi expects everyone to follow regulations, guidelines and recommendations from Norwegian health authorities. The current are available on the Government's website ([Norwegian](#), [English](#)), Helse Norge ([Norwegian](#), [English](#)) and Folkehelseinstituttet (Norwegian Institute of Public Health)([Norwegian](#), [English](#)).

It is important to pay particular attention to the guidelines and recommendations the last 10 days prior to offshore departure. The main rule is to have a home situation and a daily life not exposed to infection risk.

If the home situation or other conditions make it difficult to follow the precautions, it may be necessary to stay at a "departure hotel". This shall be clarified with the immediate supervisor. Normally this will apply 7 days before departure. See also Chapter 4 *Departure Hotel*.

Norwegian Oil and Gas has issued a set of general criteria and restrictions related to offshore travel. Vår Energi apply the same rules for traveling to VE installations. Please note that the requirements may change according to regulations from the Government. Please check Norwegian Oil and Gas [updated guidelines](#).

In addition to the guidelines mentioned above, Vår Energi has implemented mandatory Covid – 19 screening test prior to mobilization and quarantine reducing testing. Chap 3.2.1 covers our guidelines for ad hoc mobilization.

In case of any medical questions, please contact the Vår Energi Health Service on +47 489 90 769 before traveling to the heliport. The standard process for sick leave shall be followed in case a departure is cancelled due to suspicion of covid-19 infection or symptoms of respiratory infection.



2 General Offshore Travel Guidelines

2.1 Travel Instructions

2.1.1 Guidelines for travel to heliport

Personnel traveling to heliport should avoid use of public transportation to the extent possible to reduce risk of transmission during mobilization.

Below is a priority list of travel options arranged by risk level associated with Covid – 19 transmission:

1. Travel alone in own car or rental car and avoid getting in contact with other people during travel.
2. Travel together (2-3 persons) in own car or rental car and avoid getting in contact with other people during travel. Reise 2-3 i egen eller leid bil uten å blande seg med andre reisende
3. Travel with public transportation.

Long distance traveling by car could increase risk of accidents especially on icy roads during winter season. This risk must be considered and compared with risk of Covid – 19 transmission. This travel instruction allows for the individual to assess the risk associated with driving, and to choose means of transportation accordingly. If driving is considered to be safe, Vår Energi encourage mobilizing by car rather than with public transportation, particularly during periods with high transmission rate.

Vår Energi encourages use of face masks during travel with public transportation to heliport.

In summary, the following applies:

- Personnel living in and mobilizing from Norway, are encouraged to travel by car/rental car if deemed safe. However, use of public transportation (including air) is considered acceptable without any further approval from OIM.
- Personnel mobilizing from yellow countries or zones shall have their travel plans approved by OIM in advance. This applies for both Vår Energi employees and contractors.
 - Balder OIM: bdroffinmgr@varenergi.no
 - Ringhorne OIM: ringofshr.i.manager@varenergi.no
 - Goliat OIM: goliat.oim@varenergi.no



2 General Offshore Travel Guidelines

- If travelling by public transport, it is assumed that the recommendations of the authorities are followed. See "Contagious Infections Prevention in Travel for Coronavirus (covid-19)" from the Norwegian Institute of Public Health. ([Norwegian](#), [English](#))
- Avoid public places like shops and cafes.
- Bring food and drink for the entire trip.
- If the traveler goes on solid medication; Remember to include a consumption equivalent to one month.
- If you need to stay overnight on the trip, this is booked directly with the hotel (not via travel agency) by phone or email and charged via expense report (for Vår Energi employees).

If you travel with your own car or rental car, remember:

- Be rested at the start of the drive.
- **Avoid** driving for more than a working day.
 - Recommended breaks are a minimum break of 45 minutes per 4,5 hours

Car sharing is not advised, but is a preferred solution compared to personnel travelling with public transportation. The number of persons in the car must be considered based on the size of the car (distance between passengers). Car sharing with a deputy function or same position should be avoided.

NOTE: For home travel, car sharing is allowed with more than two people and with the deputy/same position.

- Rental car can be booked as normal via the travel portal (applies to Vår Energi employees).



2 General Offshore Travel Guidelines

Flight

- Use of air transport is accepted. If mobilizing from an area where there is possible to fly from different airports, we encourage to choose the smaller airport. In practical terms this applies first and foremost to personnel living in the central part of eastern Norway where Torp Airport could be an alternative to Gardermoen Airport.
- Follow government recommendations when staying in public areas.
- Pay particular attention to touch points such as security checks, boarding and luggage handling.
- Make sure you are equipped with face masks according to airline guidelines for both inbound and outbound flights.
- Note: If transiting through a "red country" this will mean that quarantine will apply after arrival in Norway, even if originally traveling from a "yellow" country or under the exemptions from the quarantine provision.

Train / Express bus

- Follow government recommendations when staying in public areas.
- Pay particular attention to touch points such as security checks, boarding and luggage handling.

Ferry

- If you are allowed to sit in a car during crossing it is recommended.
- Alternatively, recommendations from the authorities are followed when staying in common areas.

Taxi and local bus

- Pay particular attention to touch points such as during luggage handling.
- Taxi is allowed provided that you are seated in the back seat during transport and wearing a facemask.
- Taxi sharing is not recommended. Taxi sharing can be approved by OIM, but must be limited to maximum two persons. Taxi sharing with a deputy function/same position is not allowed.



2 General Offshore Travel Guidelines

2.1.2 Guidelines for return travel

The same guidelines that apply for travel to heliport also apply for return travel. Personnel mobilizing from abroad have to be aware of restrictions and requirements related to returning to their home country.

2.1.3 Changes in travel policy, incl. use of charter flights

Vår Energi will, during the pandemic phase, encourage to apply a conservative and careful behaviour and travel means before mobilizing offshore, regardless of the general transmission rate in society.

Yet, the transmission rate will be the basis for considering a more stringent travel policy to and from heliport. This also applies to determining the use of charter flights. As a general rule, there will not be absolute restrictions if the transmission rate is less than 20 cases per 100 000 inhabitants over the past two weeks. If the transmission rate is above 20 and /or increasing, there will be an ongoing consideration if a more stringent policy could or should be re -implemented. Before such decisions are made, operations management will initiate a dialogue with employee representatives according to agreement.



3 Mobilization of personnel residing in Norway

3 Mobilization of personnel residing in Norway

To ensure that the risk of infection is minimized, the traveler will be contacted in advance of the departure where a checklist will be reviewed. The purpose is to give personnel a reminder of the company's expectations of behavior to reduce the risk of infection, as well as verify that the person is healthy and that the risk of infection is acceptable for departure. All information will be treated in compliance with the [Personal Data Act](#)

Below are instructions for following up personnel residing in Norway. Vår Energi's follow-up of contractors does not waive the contractor's responsibility. Contractor companies should also contact the individual to be mobilized and ensure that the expectations of behavior are met in the time before departure.

If personnel are required at short notice, the follow-up described below should be carried out as far as practicable.

Contact 14 days before departure

Purpose

- Give personnel a reminder of the company's expectations of behavior to reduce the risk of infection.
- Identify needs for accommodation for hotel stays.
- Verify that these travel instructions and appendices are received.
- Inform that if the home conditions and/or health conditions change before departure, the immediate supervisor shall be contacted immediately. It is extremely important that people, who experience symptoms that may be compatible with COVID-19 disease, immediately contact GP, the Emergency Room or test center in the municipality where they are staying (not necessarily the home municipality) and ask to be tested.
- Inform about mandatory COVID-19 screening test prior to traveling offshore and the importance of harmonizing booking slot and travel plans.



3 Mobilization of personnel residing in Norway

Contact 1-2 days before departure

Purpose

- Verify that expectations of behavior have been followed over the past 10 days.
- Verify that the person is healthy and that the risk of infection is acceptable for departure.
- Verify that these travel instructions and appendices are known and reviewed.
- Inform that if the home conditions and/or health conditions change before departure, the immediate supervisor shall be contacted immediately.
- Remind personnel about mandatory Covid-19 screening test prior to traveling offshore



4 Mobilization of personnel from abroad

4 Mobilization of personnel from abroad

The Norwegian authorities require quarantine duty for persons arriving in Norway from abroad. Which countries this applies to is constantly under revision and depends on the transmission rate in the individual country.

1. These countries are listed in [Appendix A](#) in the Covid – 19 regulation.

If employees arrive in Norway from a country where quarantine is required, the quarantine obligation shall primarily be phased out in predefined hotels at arrival destination, ref. Chapter 5.2 *Guidelines related to quarantine, imposed by the authorities*. If the employer has made other quarantine arrangements (apartments etc.) these have to be approved by *The Labour Inspection Authority*. Such documentation must be shown to the border police in order to proceed all the way to final destination in Norway. Please see appendix 4.

4.1 Mobilization of personnel with quarantine duty

Below are instructions for follow-up of personnel residing abroad, who will be in quarantine prior to departure. Vår Energi's follow-up of contractors does not waive the contractor's responsibility. Contractor companies should also contact the individual to be mobilized and ensure that the expectations of behaviour are met in time before departure.

As earlier mentioned, the regulation is frequently changed and updated. It is of uttermost importance that personnel mobilizing from abroad are fully familiarized with the current legislation and requirement. [Please see Covid- 19 regulation](#).

Note: Upon arrival in Norway, personnel are advised to carry a document confirming their purpose to work on offshore installation and location for the quarantine period and documentation for The Labour Inspection Authority (name of Hotel, exact address and phone number). It is the responsibility of the contracted party /employer to provide such information. For Vår Energi employees travelling offshore, OIM will issues these letters



4 Mobilization of personnel from abroad

Contact 14 days before departure

Purpose

- Provide personnel with information on current travel provisions, (online registration, testing prior to arrival, testing upon arrival and quarantine rules), ref app 4. <https://lovdata.no/dokument/SF/forskrift/2020-03-27-470/>
- Reminder of the importance of being tested if one experience symptoms that may be compatible with covid-19 disease, also during the quarantine period.
- Inform about requirements related to Covid- 19 testing prior to departure and the importance of harmonizing booking slot and travel plans.
Ref Appendix 1 and 2 for detailed information.
- Remind every person coming from a red country to obtain confirmation related to address for quarantine period.
- Verify that travel instruction and appendices have been received.

Contact 1-2 days before departure

Purpose

- Verify that expectations of behavior, quarantine and testing requirements have been followed within the last 7-10 days.
- Verify that the person is healthy and that the risk of infection is acceptable for departure.
- Verify that these travel instructions and appendices are known and reviewed.
- Inform that if the home conditions and/or health conditions change before departure, the immediate supervisor shall be contacted immediately.
- Remind about testing requirements prior to traveling offshore.



4 Mobilization of personnel from abroad

4.2 Mobilization of personnel who are exempt from quarantine duty

According to [regulations](#), there are exemptions from quarantine duty when entering from abroad.

The requirement for quarantine in accordance with the covid-19 regulation does not apply to persons who are residents or arrive Norway from "yellow countries / zones". The list of countries are found in Appendix A in the above mentioned regulation (see link above).

Note:

1. When arriving in Norway from a "yellow country", it is important that the individual has stayed in this country/zone for the last 10 days before departure. In other words; It is not possible to return e.g from holiday in a "red" country or zone less than 10 days before travelling to Norway.
2. To avoid going into quarantine upon arrival, transiting through airports in red countries must be avoided. If doing so, the quarantine provision applies. However; is acceptable to *drive through* areas if conditions in the regulations in chapter 2 is obtained. In practical terms:
 - a. Driving in private car to or from Norway
 - b. If the enter/exit of the red area is due to transit between green countries
 - c. No overnight stay
 - d. Apply all hygienic measures and social distance during travel.



4 Mobilization of personnel from abroad

Contact 14 days before departure

Purpose

- Give personnel a reminder of the company's expectations of behavior to reduce the risk of infection.
- Review planned itinerary from home to heliport. OIM shall approve travel plans and travel means for people coming from yellow countries/zones prior to booking of tickets.
- Identify needs for accommodation for hotel stay.
- Inform about requirements related to Covid- 19 testing prior to departure and the importance of harmonize booking slot and travel plans.
- Inform about expectations of behavior after coming offshore.
- Verify that the travel instruction and appendices are received.
- Inform that if the home conditions and/or health conditions change before departure, the immediate supervisor shall be contacted immediately.
- Reminder of the importance of being tested if one experience symptoms that may be compatible with covid-19 disease.
- Inform about mandatory Covid – 19 screening test prior to departure and the importance of harmonizing test-slot and itinerary.

Contact 1-2 days before departure

Purpose

- Verify that expectations of behavior have been followed within the last 14 days.
- Verify that the person is healthy and that the risk of infection is acceptable for departure.
- Verify that these travel instructions and relevant appendices are known and reviewed.
- Verify that travel plans have been approved by OIM prior to booking.
- Inform that if the home conditions and/or health conditions change before departure, the immediate supervisor shall be contacted immediately.
- If the person is cleared for mobilization, a printout from Min DaWinci will be valid documentation when crossing the border.
- Remind about testing requirements prior to traveling offshore.



4 Mobilization of personnel from abroad

4.3 Guidelines for personnel who are mobilized ad hoc who in principle require quarantine upon arrival in Norway, but who fall outside the conditions for exemption from quarantine obligation: Critical and important societal functions

Vår Energi takes a conservative approach to the quarantine exceptions. The main rule is that all personnel mobilizing from countries which are considered to be "red" according to regulation Appendix A, are to go into quarantine before travelling offshore.

Exemptions could apply in the events of emergency (e.g. blow outs etc.) that requires personnel with special competency that are living or located abroad (EEA/Schengen area) in order to protect health and lives of personnel involved .

For personnel mentioned above, an individual screening related to transmission risk / risk of infection must be performed by the contracted company *prior* to notification of Vår Energi operation management and company doctor. If the individual risk of infection is considered to be within medical acceptance criteria, a cover letter will be issued for presentation upon arrival in Norway. The cover letter is approved and signed by Asset Manager or VP Production Operations.

If mobilizing is approved, it is of highest importance that personnel adhere to all guidelines and regulations given by the Norwegian health authorities during travel and transit. IN order to avoid going into quarantine upon arrival, transit by plane through "red countries" must be avoided if personnel are under the quarantine exemption. OIM are to approve travel plans prior to departure.

Personnel mobilized under exception from the entry quarantine shall, as far as practicable, not share bathroom or toilet with personnel not subject to the entry quarantine regulations. The exemption from quarantine duty applies only when personnel are at work or traveling to and from the workplace. This means that where a person has been exempt from the quarantine, he or she must comply with the quarantine rules in the spare time. The platform management shall ensure that conditions outside working hours are fulfilled as far as practicable.



5 Departure Hotel

5 Departure Hotel

Vår Energi has established an arrangement with departure hotel. The departure hotel will mainly apply to people who:

1. Are in quarantine stay (personnel mobilized from abroad).
2. Cannot meet recommended guidelines at home prior to departure.
3. Arrive in Stavanger/Hammerfest the day/days before departure date.
4. Need accommodation due to helicopter delay.

Booking of hotels in connection with #1 and #2 above takes place by agreement with the immediate supervisor and it is clarified which hotel to be used. Booking of hotels in connection with #3 and #4 above is done directly with the hotel (not via travel agency) by telephone or email and charged via expense report (for Vår Energi employees).

When departing from Stavanger, the following hotels are primarily used:

- Quality Airport Hotel Sola - [Sømmevegen 1, 4055 Sola](#)

Please use the booking code found in appendix 1.

In Hammerfest the following hotel is available:

- Thon Hotel Hammerfest
- Smart Hotel Hammerfest

The departure hotels have taken specific measures in accordance with the authorities' recommendations to limit the risk of contagion, such as increased cleaning frequency with spot disinfection of critical touch points, restrictions related to meals and serving, and closure of training facilities.



5 Departure Hotel

5.1 General guidelines for hotel stay (not quarantine stay, ref. # 2, 3 and 4 above)

- Please note that the hotel has other external guests. Contact with these must be avoided.
- Guidelines for interacting with others.
 - Limiting the contact with other guests.
 - Socializing should preferably take place outdoors.
 - Maintain distance according to recommendations from authorities.
 - Limit the number of people you have contact with.
 - Restrict close contact with persons who have a deputy function or equivalent position.
- You can stay outdoors.
- The hotel's indoor fitness facilities should not be used.
- Be aware that common touch points may be a source of contagion, such as door handles, reception desk, elevator panel, remote control, etc.
- Frequent hand washing.
- Watch for symptoms. If symptoms of respiratory infection are present, contact your supervisor.
- In case of suspected covid-19 infection, the reception should be notified by telephone so that the hotel can follow-up with the necessary measures.

5.2 Guidelines related to quarantine, imposed by the authorities (ref. # 1 above)

If a person should be in quarantine it is important to familiarize with all regulatory requirements and following FHI's updated instructions which can be found here - [Social distance, quarantine and isolation](#) and [Covid-19 regulation, Chap .2 \(only Norwegian\)](#).

In addition, we expect everyone to adhere to the hotel's provisions and arrangements and local municipality regulations and guidelines during their stay.



6 Testing prior to traveling to VE installations

6 Testing prior to traveling to VE installations

6.1 Mandatory Covid- 19 screening test

As per February 2021, Vår Energi has implemented mandatory Covid- 19 screening test for everyone traveling to VE installations. Negative test result is necessary to be allowed for check in and travel.

- Testing will take place at Quality Airport Hotel Sola - [Sømmevegen 1, 4055 Sola](#)
- Smart Hotel, Hammerfest

Personnel is responsible for booking of test through online booking system and then to harmonize their travel with the appointment. Make sure to arrive in due time as the test centre has limited resources to rearrange booking appointments.

The test will be valid for 72 hours. In case of helicopter delay beyond this, a medical evaluation will be made to determine the need for an additional test. In such cases, travellers will be notified via DaWinci.

All detailed information related to testing (booking, testing, test results and procedures in case of positive test etc.) is covered in Appendix 1.

Personnel mobilizing from «red countries» and that decide to stay a full 10 days quarantine period still have to undergo mandatory screening test prior to traveling offshore.



6 Testing prior to traveling to VE installations

6.2 Quarantine reducing testing

Personnel traveling from red countries the regulation requires 10 days in quarantine unless the person is eligible for quarantine reducing testing.

Vår Energi accepts travellers to VE installation to undergo quarantine reducing testing at our test centres. There will be separate slots in the booking system for such personnel as we want to avoid individuals in quarantine to get in contact with other travellers.

Personnel undergoing quarantine reducing testing, could have their test done after 7 days (7 x 24 hrs) the earliest. The first possible offshore departure day will therefore be the day after the quarantine reducing test is done and analysed. If personnel undergo quarantine reducing testing at VE test center, they are exempted from the requirement of mandatory screening test. The condition is that the last quarantine reducing test is performed less than 72 hours prior to departure. Please see Appendix 2 for further details. If the quarantine reducing testing is done elsewhere, personnel must undergo mandatory screening test at VE test center as well. Please see appendix 1.



7 Check-in and arrival at heliport

7 Check-in and arrival at heliport

As a result of mandatory screening test prior to departure, check-in will only be possible as negative test has been documented. Test personnel at the test centres will register the tests and successively open for check-in as the test results are validated. To make sure that no one enters the heliport with a positive test, all travellers are not to arrive at the heliport no earlier than 90 minutes prior to departure time and after confirmation of negative Covid- 19 test through Dawinci. This is also necessary in order to avoid the heliport to become too crowded.

Heliport has introduced its own check-in routines to ensure a final check and verification of health status before departure. In addition, the following measures have been implemented on heliports, such as:

- Control check on arrival at heliport.
- Limit the number of passengers in the waiting area.
- Greater distance between passengers at check-in.
- Extra washing of check-in screens, hand-held dispensers, etc.
- Use of face masks

Vår Energi expects that all travellers to our installations adhere to the above mentioned guidelines.

All travellers receive updated notification through «My Dawinci» and information is also provided at the heliport.

In the event of a helicopter delay, Helibooking contacts travellers to arrange travel to/stay in the relevant hotel in Stavanger or Hammerfest, with the guidelines that apply to infection-reducing behaviour. If it is more convenient, you can stay in your own home until a new departure time.

In the event of a long helicopter delay, new screening- interview and screening test may be necessary before departure (by telephone). Information will be provided through «My Dawinci».



8 Appendix

8 Appendix

- 1) Retningslinjer for Covid-19 screeningtest før utreise til Vår Energi offshoreinstallasjoner (incl. information in English)
- 2) Information Quarantine reducing Covid-19 testing for personnel traveling to Vår Energi offshore installations
- 3) Roles and responsibility related to handling of personnel with positive screening test
- 4) Summary of regulatory requirements for personnel mobilizing from abroad
- 5) Consent Form Covid- 19 test Vår Energi



9 References

9 References

- Travel advice, helsenorge.no ([Norwegian](#), [English](#))
- Covid-19-regulation ([Norwegian](#))
- [Liste over kritiske samfunnsfunksjoner](#) (*not available in English*)
- [Rundskriv om karantene ved ankomst til Norge](#) (*not available in English*)

