



# COVID-19 MANAGEMENT STRATEGIES FOR OFFSHORE ENERGY OPERATIONS

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## Disclaimer

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OFFSHORE OPERATORS COMMITTEE  
[staff@theooc.us](mailto:staff@theooc.us)



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## 1 Overview

This document contains management strategies for COVID-19 as it relates to ongoing offshore energy operations. Each company engaged in offshore energy development should be aware of current Centers for Disease Control and Prevention (CDC) information associated with the Coronavirus Disease 2019 (COVID-19) at (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>). The mitigations within this document are organized in the following categories:

- Worker Self-Screening (before you go to work)
- Pre-Travel Screening (Example: Heliport)
- Marine & Shorebase Screening
- Facility Mitigations (offshore)
- Additional Mitigations
- COVID-19 Case Management Considerations
- Personnel Isolation
- Evacuation of PUI(s)
- Additional Offshore Asset Considerations
- Return-to-Premises Considerations

Additional considerations for critical infrastructure works can be found on the CDC website at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>



## 2 Worker Self-Screening

All workers should monitor their own health before going to work. One key action everyone can take is to look for symptoms of COVID-19, which the CDC describes as:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Not all individuals that test positive for COVID-19, or are infected with SARS-CoV-2 exhibit the above symptoms, or meet the COVID-19 case definition above. Symptoms may appear 2 to 14 days after exposure to COVID-19. The decision of possible acute illness is a clinical one, and relies upon the clinical judgement of the medical professional. Nothing in this guide is meant to restrict a medical professional from a determination of illness due to SARS-CoV-2.

The CDC recommends that any worker call their doctor if they have develop symptoms (listed above), and have been in close contact with a person known to have COVID-19.

The CDC also recommends that individuals get medical attention immediately, if you have any of these emergency warning signs:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

**MITIGATION:** Workers who have symptoms, traveled to areas with community spread or close contact with anyone who has, **should not proceed to Heliport and Shorebase facilities.** They should contact their employer and follow company guidelines.



### 3 Pre-Travel Screening

Companies should screen all personnel at offshore transportation points (Heliports & Shorebases) before travel offshore. Several common mitigations are recommended.

#### Screening Point Mitigations

- Encouragement of self-evaluation before arrival
- Screening Point prior to entering Heliport Check-in Area

#### Screening Related Mitigations

- Exposure & Symptom Screening Questionnaire, including if the individual has complied with government-recommended quarantine guidelines, as well as information on the occupation of co-habitants (e.g. do you live with a healthcare worker with high probability of exposure to COVID-19?).
- Temperature Screening
- Additional Medical Screening (where appropriate)

#### Helicopter Travel

- Consideration for increased cleaning protocols
- Consideration of PPE while transiting, such as masks or face coverings
- Consideration of hand sanitizing prior to flight

#### 3.1 Personnel Screening Levels

All workers should be screened for symptoms of COVID-19 prior to traveling offshore. There are several levels of screening that are captured below for clear communication between stakeholders.

- Level 0: No organized screening
- Level 1: Questionnaire related to CDC Guidance
- Level 2: Individual body temperature screening with Medical Screening by Medical Professional if warranted (Level 2 screening can be completed by qualified non-medical professional with appropriate protocols for screening personnel)
- Level 2+: Level 2 screening plus self-monitored onshore quarantine protocols outlined in section 3.2
- Level 2M+: Level 2 screening plus third party or company monitored onshore quarantine protocols outlined in section 3.3
- Level 3: COVID-19 Test Screening - PCR test required, POC Antibody test in addition when possible, confirmed negative (FDA approved or EUA tests) \*Note: At the time of publication, wide spread testing availability does not allow for industry wide Level 3 screening.
- Level 3+: Level 3 screening plus self-monitored onshore quarantine protocols outlined in section 3.2
- Level 3M+: Level 3 screening plus third party or company monitored onshore quarantine protocols outlined in section 3.3

**MITIGATION:** Companies should provide for questionnaires, temperature screening and other **screening methods outside of the confined personnel check-in and staging area** if no pre-travel screening is conducted.

**MITIGATION:** Facilities at established screening levels **should not receive visitors with lower screening levels**. If a visitor is permitted on the facility with a lower screening level, the risk of exposure is increased and additional mitigations may be required to maintain planned exposure risk levels (as



outlined in section 3.4).

### 3.2 Level 2+/3+ Quarantine Guidelines

Maintaining an offshore workforce with minimal exposure to COVID-19 may include additional isolation measures that take place onshore between offshore rotations. The isolation protocols listed below, allow for additional exposure reduction.

- A. Personnel should quarantine a minimum of 14-days prior to traveling offshore
- B. Personnel quarantine themselves and follow enhanced social distancing in all situations
- C. Personnel whom live in the same home with other individuals (including family) should also:
  - 1. When any member of the home travels outside of the home they should practice proper social distancing practices throughout the time outside of the home
  - 2. Monitor the symptoms of all members in a home
  - 3. Request that individuals with a recent diagnosis of COVID-19 maintain strict isolation and avoid all close contact.
  - 4. Consider themselves not eligible to travel offshore if they:
    - a. exhibit symptoms or have been in close contact with any member of the home who is sick, visibly ill or has been tested awaiting results or,
    - b. tested positive for COVID-19 within the last 14 days.Workers in these categories must be cleared by two (2) negative COVID-19 (PCR) tests or released to work from a medical doctor and the company's occupational medicine authority.
- D. Personnel should confirm the above quarantine protocols were followed prior to travel to the offshore transportation location.

### 3.3 Level 2M+/3M+ Monitored Quarantine Guidelines

Maintaining an offshore workforce with minimal exposure to COVID-19 may include additional monitored quarantine measures that take place onshore between offshore rotations. The quarantine protocols listed in section 3.2 are monitored in-person by the company or third party. Monitoring should include consideration of the following:

- A. Designation of a controlled onshore quarantine location with appropriate protocols (controlled access, social distancing practices, PPE, etc.)
- B. Company or third party monitored minimum 14-day quarantine period before travel to offshore transportation port



### 3.4 Visitor Mitigations

In the case where a visitor, such as a specialist or regulator, arrives on a facility with a higher screening level than that of the visitor, the following mitigations should be considered.

- The same COVID-19 exposure related personnel PPE on a facility should apply to all onboard the facility inclusive of staff, third parties, regulators and visitors. In cases where N95 respirators are specified, individuals who have not met the requirements to wear N95 respirators should wear face coverings at a minimum.
- Pilots in helicopters with lower screening levels should:
  1. Wear face mask/coverings when around passengers, except during flight if cabin barriers are utilized
  2. Should coordinate with facility personnel and follow prescribed mitigations if they need access to facility beyond the helideck (facilities may require specific cleaning protocols after visit)
- Helicopters with pilots at lower screening levels than passengers should:
  1. Consider FAA approved barrier between pilot and passengers
  2. Consider limited passenger numbers



## 4 Common Facility Status Codes

To aid in clear communication between stakeholders, understanding the status of an isolated asset can enable appropriate interactions.

### 4.1 Status Code System

The following code system covers number of symptomatic and confirmed COVID-19 cases onboard an isolated asset.

- **Q**: Individuals with or without symptoms that have prompted further investigation onboard within the last 14-days
- **C**: Individuals confirmed with COVID-19 onboard within the last 14-days
- **#**: Number of individuals

Utilizing the screening levels in section 3 and status codes above, the following reporting can be implemented in stakeholder communications.

$LQ\#C\#$

Where,

**L** is the screening level

**Q** denotes personnel under investigation for potential COVID-19

**#** is the number of individuals under investigation onboard within last 14-days

**C** denotes confirmed COVID-19 case

**#** is the number of individuals testing positive for COVID-19 onboard within last 14-days

*NOTE: At the time of publication of this document, increased concerns over asymptomatic personnel offshore exist. To mitigate risk of asymptomatic personnel offshore, asset owners should consider robustness of their screening questionnaires for exposure situations and ability to conduct contact tracing. In instances where a confirmed case has been detected, timely contact tracing and testing has shown to be effective in detection of asymptomatic personnel.*

### 4.2 Operational Designation

Once individuals have been identified with symptoms outlined by the CDC that has prompted further investigation (Q), operators may be sending the symptomatic individual(s) to shore for testing and will inform all personnel traveling to and from the asset and implement additional measures onboard to minimize exposed personnel until COVID-19 test results confirm a negative. As such BSEE and USCG should be advised to not visit the facility.

Should testing indicate a “confirmed positive” (C), efforts to proactively test offshore will be implemented for determination and removal of infected individuals from the facility. Direct exposure personnel will be tested first followed by indirect exposure personnel. The operator (and rig contractor for MODUs) will actively evaluate the situation to determine agreed path forward regarding ongoing and future operations. In this case, personnel movement will be limited and any personnel movement to the facility will be conducted only with consent. Again, BSEE and USCG should be advised to not visit the facility, required inspections should be conducted using e-inspection techniques and protocols.





Therefore, the following operational designations or “flags” for the facility are suggested:

- Green -- All clear, no suspect cases
- Yellow -- Suspect case under investigation (until results indicate negative or positive – and will turn back to Green or Red)
- Red -- Confirmed case and status remains red until further information based on medical direction aligned with CDC guidance.

### 4.3 Examples

The following examples are provided to gain understanding of how this system works.

- A. “2Q0C0” means everyone onboard has been screened via questionnaire and temperature screening and no one under investigation or confirmed cases onboard in the last 14-days
- B. “2Q3C0” means everyone onboard has been screened via questionnaire and temperature screening, 3 individuals under investigation onboard in the last 14-days, no confirmed cases onboard in the last 14-days
- C. “1Q2C1” means everyone onboard has been screen via questionnaire and within the last 14-days 2 individuals were under investigation and 1 individual was confirmed with COVID-19
- D. If a “2Q0C0” platform accepts a “1Q0C0” helicopter, the platform now becomes a “1Q0C0”
- E. In the example above, the platform would not return to “2Q0C0” until all of the personnel onboard where screened Level 2 after exposure to the “1Q0C0” helicopter
- F. If a “1Q0C0” aircraft or vessel personnel are Level 2 screened at the facility and pass, a “2Q0C0” would remain a “2Q0C0”



## 5 Marine & Shorebase Facilities

The following mitigations are recommended.

- Following all Center for Disease Control (CDC) and World Health Organization (WHO) recommendations.
- Utilize screening questionnaire for all that enter facilities and/or board vessels
- Supply all of vessels with additional alcohol-based hand sanitizer as well as additional surface sanitizing products. Review cleaning regimes with a view of increasing the frequency
- Provide basic PPE to individuals, such as cloth facemasks, or establish procedures for individuals to arrive at the facility with their own personal PPE.
- Secure digital no-touch thermometers and N95 respirators as a precautionary measure for personnel conducting close proximity screening activities
- Provide vessels in international locations with updated risk management techniques and hygiene awareness communications
- Develop/implement plans to manage suspected case on board a ship – including PPE recommended by the CDC to allow proper care for the suspected individual during the quarantined period and until the individual can be safely removed from the vessel.

**MITIGATION:** Companies should provide for questionnaires, temperature screening and other **screening methods prior to boarding vessel if no pre-travel screening is conducted.**

**MITIGATION:** Companies should provide for onboard measures to enable **exposure limiting practices, plans for symptom assessment, and plans for symptomatic individuals.**



## 6 Facility Mitigations

Offshore facilities should enable practices that maintain screening practices for all personnel onboard. While onboard, additional mitigation can be implemented to enable social distancing.

### 6.1 Arriving Individuals from Secondary Transportation

Offshore facilities should have procedures for screening individuals who have not been screened at Heliports & Shorebases before arrival. Support vessels, specialized vessels and other service platforms may have individuals on board that have not been pre-screened. Companies should ensure they have processes in place to obtain confirmation of individual screening or methods to screen prior to accepting personnel to the general population on board.

**MITIGATION:** Facilities should provide for managing verification of screening or conducting screening of arriving individuals whom have not been screened at Heliports and Shorebases before accepting them into the general population onboard.

### 6.2 Onboard Measures

Facilities contain communities of individuals who work, eat and sleep onboard. Several mitigations can be implemented to enable social distancing practices, some of which are listed below:

#### Daily Self-Monitoring/Self Protection

- Verbal review of health status with every employee every day, at start and end of shift.
- Employees reporting immediately and isolating if symptomatic.
- Personal hygiene/handwashing focus.
- Measures to reduce airborne spread within 6 feet of another person. (Mask use.)

#### Galley Mitigations

- Elimination of self-serve dining with community utensils.
- Replacement of communal condiments with single-serving packets.
- Prior to any food preparation, proper sanitization and personal hygiene precautions must be taken.
- Verify workers to wash hands or use hand sanitizer upon galley entry (designated monitoring personnel).
- Eliminate the use of “common cloth towels.” Use of disposable paper towels for drying dishes, surfaces, hands, etc. (in galley).
- If possible, consider limiting the number of personnel in the galley at any given time.

#### Additional Mitigations

- Good housekeeping practices (examples below).
  - Increased cleaning measures of cabins between crew changes.
  - Clean frequent contact surfaces daily (handrails, electronics handsets, telephones, radio mikes, handheld radios, door handles, door surfaces, lavatories, shower doors, bathroom stall doors, equipment controls, etc.).
- Change HVAC filters at a minimum of once a week.
- Hot water wash for all laundry.
- Enhanced cleaning and disinfecting for 72 hours after last ill person is released from isolation or has been evacuated.
- When warranted, provide basic PPE (if available), such as cloth facemasks, or establish procedures for individuals to utilize their own PPE. Instruct personnel in the basic use of PPE.
- Quarantine and specialized transportation plans for any individuals on board exhibiting symptoms.
- Consideration for COVID-19 testing offshore prior to transportation onshore (when appropriate or available).

**MITIGATION:** Facilities should practice good housekeeping, enable measures that limit contact with communal surfaces, and have plans for handling individuals on board that may develop symptoms.



## 7 Additional Mitigations

Offshore energy operations involve many personnel not only offshore but in the support offices onshore. Additional mitigations should be considered in all onshore facilities and offices that allow for social distancing and diligence with self-assessment (as mentioned in section 2). Some of these mitigations are listed below:

### Exposure Limiting Mitigations

- Adhere to local, state or Federal recommendations on social distancing and stay-at-home orders
- Encourage regular self-assessment
- Limitation of non-essential travel
- Individuals returning from areas of active communal spread should inform their supervisors and work from home for 14 days and should not attend meetings or events offsite
- Enable policies for onshore personnel who exhibit symptoms or test positive for COVID-19
- Increased housekeeping measures at onshore offices and facilities (disinfection protocols)
- Posting of CDC personal hygiene signs in appropriate locations
- Limitation of communal items in onshore cafeterias (use of individually wrapped utensils, individual condiment packets)
- Implement additional medical staff precautionary measures

### Business Impact Limiting Mitigations

- Companies should implement return to work policies that specifically set out the requirements to return to work for individuals who have tested positive for COVID-19
- Plan for office staff who exhibit symptoms (Example below)
  - Notify supervisor and medical department by telephone of the onset of symptoms
  - Leave the workplace immediately and go directly home
  - Call personal health care provider and let them know about symptoms consistent with COVID-19 (then follow advice of healthcare provider)
  - Remain out of the workplace until 10 days after symptoms have resolved or have two consecutive negative tests for COVID-19, and cleared to return by medical personnel
- Considerations for highly specialized workers (examples noted below)
  - Limit simultaneous exposure of highly specialized workers
  - Develop contingency plans for highly specialized worker quarantine periods
- Increased use of web-based meetings involving more than 10 people
- Increased use of remote working where possible

**MITIGATION:** Onshore facilities and offices should enable practices that allow for **social distancing, notice and action plans for individuals who exhibit symptoms, and increased cleaning measures.**



## 8 COVID-19 Case Management Considerations

Case management plans for offshore assets should consider the following actions to manage the risk of COVID-19 spread. Once an individual is suspected of potentially being infected with COVID-19 (through established screening processes), they can be referred to as a Person Under Investigation, or PUI. Throughout the case management process, appropriate medical, health, and company resources should be notified.

1. Assign one individual or medic the responsibility to monitor the PUI. (Note: Where on-site medical is not feasible, consider telemedicine options)
2. Provide an N95 Mask or face shield (or similar) to the PUI as soon as possible
3. Require all personnel engaging a PUI to wear a N95 mask or PPE recommended by the CDC
4. Verify and document PUI symptoms or risk factors
5. Verify and document areas and personnel onboard where the PUI has touched or interacted with in close proximity
6. Assign PUI to an isolation room
7. Individual should be evacuated as soon as reasonably practicable to an appropriate onshore medical facility for testing
8. Conduct and verify cleaning procedures for isolation room and any areas onboard where PUI was known to touch or interact with
9. Documented individual(s) in close interaction with a PUI or potentially infected areas should be isolated and monitored as PUI(s) for up to 14-days or seek testing.



## 9 Personnel Isolation

Isolation of potentially infected personnel is a valuable mitigation against the risk of COVID-19 spread. Effective isolation includes considerations for dedicated room(s) and related protocols. The guidance for “dedicated room(s) does not apply to individuals who are awaiting (on a short time basis) transportation to shore for enhanced medical care. *Note, all offshore assets may not have sufficient room or configuration to dedicate rooms for isolation. In these circumstances, the asset operator should evaluate available options and consider which mitigations are most effective given the asset configuration.*

### 9.1 Isolation Room(s)

Offshore assets should consider dedicated isolation room(s) for personnel experiencing COVID-19 symptoms. Each isolation room should be clearly identified and consider containing the following equipment:

- N95 masks for potentially infected personnel use
- Telephone or communication method
- Water
- Soap and disposable towels
- Hand sanitizer should be available within the room
- Dedicated room cleaning materials
- Posted medic and emergency contact methods

Isolation rooms should be considered for ventilation characteristics. To mitigate against airborne transmission through an HVAC system, IPIECA guidance states “if practical, the selected isolation room should have an exhaust that is directed to the exterior of the facility”. Where this is not possible, consider minimizing the recirculation of air on the asset. Isolation rooms configured with a bedroom and in-suite bathroom are preferred.

### 9.2 Personnel Isolation Protocols

In addition to dedicated isolation room(s), the following protocols should also be considered to decrease the risk of spread onboard the offshore asset.

- Clearly mark the exterior of the isolation room(s)
- Prohibit entry to the isolation room(s) except for PUIs and assigned monitoring staff
- Door(s) to isolation room(s) should remain closed
- All monitoring staff should be required to disinfect hands before and after entering an isolation room
- All monitoring staff should be required to wear N95 masks before entering an isolation room
- Monitoring staff should avoid contact with surfaces within an isolation room
- If an in-suite bathroom is not part of an isolation room, PUI should be required to wear N95 mask and gloves when using a shared bathroom
- If a PUI need to travel to another area onboard, they should be required to wear N95 mask and gloves
- Assets should document areas PUI travel onboard during isolation
- Once isolation room(s) have been vacated and extensively cleaned, the clean status should be clearly documented and posted



## 10 Additional Offshore Asset Considerations

### 10.1 Evacuation of PUI(s)

Once an PUI has been identified onboard an offshore asset and verification of symptoms or risk factors have been completed, they may require evacuation for testing or treatment. In addition to company medevac procedures, the following consideration for PUI evacuation should be evaluated.

- Consider the severity of illness and availability of transport in evaluating whether a PUI should medevac to an onshore facility or if a test should be administered on the asset.
- Depending on the potential number of individuals the PUI had close contact with, consider options for offshore isolation or options on crew change timing.
- Consider dedicated SARS aircraft, suitably prepared conventional aircraft, or additional measures for helicopter crew during transport and cleaning procedures after transport.

### 10.2 Additional Measures

Once a COVID-19 PUI has been identified onboard an offshore asset, an asset operator may decide to take additional actions to manage the risk of spread. The following considerations should be evaluated.

- Temporary suspension of routine personnel transportation to and from the asset
- Conduct daily medical screening of all personnel onboard the asset



## 11 Testing Considerations

### 11.1 Informed Consent

Tests should not be performed on any person without their informed consent. This means the person must be informed of how the test is done, how results of the test are described (e.g. positive or negative), the limitations of the test, the risk of false positive and false negative, and the actions that will be taken as a result of the outcome of the test. Any questions they have should be answered prior to the request for their consent to perform the test. The person should also be informed of the actions that will be taken if they do not consent to the test.

### 11.2 Clinical Governance

The test process must be performed under careful clinical governance, with a suitably qualified person responsible for, and overseeing the process, including setting up of the test facilities, execution of the test, identification of samples, provision of results to the person being tested, documentation, and disposal of medical waste.

### 11.3 Health and Safety of Testing Personnel and Persons Being Tested

The test process should include controls designed to protect the health and safety of the testing personnel and the persons being tested. Protection against contamination from specimens, and risk of transmission of infection from one person to another must be in place throughout the testing process. This is particularly so in the collection of nasal swabs, as this collection method often provokes coughing or sneezing in the person being tested, so measures to reduce transmission to the testing personnel, and other persons going through the testing process must be in place.

### 11.4 Risk Communication

POC antibody testing in particular has limitations in that it will not pick up early infection (due to the test methodology), and it is not considered a confirmatory diagnostic test. Therefore, the testing process using POC antibody testing should not be described as a measure to fully exclude the disease from workplaces, and a test result of “negative” does not give license to ignore other measures of disease transmission prevention such as washing hands and social distancing.

### 11.5 Evaluate the Testing Process

The test process should be evaluated to assure that clinical governance processes are working, health and safety measures are in place and working, and that informed consent is being given. The process should also be evaluated for predictive value of the test.

### 11.6 Testing Methods

COVID-19 test methods are rapidly evolving as the medical community learns more about the virus. Organizations implementing a testing program should consult CDC and other healthcare resources, including state and local health departments, to determine a testing regime that best suits their organization’s needs. In addition, the availability of testing equipment and supplies may be scarce due to overwhelming societal demand.

CDC information can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>





## 12 Return to Premises Considerations

Return to work decisions need to address individuals who may have exhibited symptoms of COVID-19 (symptomatic), as well as individuals who did not exhibit symptoms (asymptomatic).

Operators should consult with medical professionals when determining return to work protocols specific to their operations. Return to work program components include:

- A. Clinical strategies and testing strategies should address both symptomatic and asymptomatic individuals. Symptomatic employees with COVID -19 may, or may not, require hospitalization, and the return to work program should address criteria for individuals who were previously hospitalized and those who were not.

Evaluating asymptomatic individuals should consider risk factors of the individual to determine if they may have been exposed to COVID-19.

Asymptomatic individuals, with known risk factors, ability to return to their normal working environment are dependent upon several factors:

- Initial and most recent risk stratification.
- Successful completion of recommended time to quarantine, based upon their most recent risk stratification.
- Logistical challenges (remote or field), or lack thereof (Corporate), inherent to the individuals normal working environment.

Risk factors can be defined as follows:

- High: Living in the same house, intimate contact, or providing care for someone with suspected/positive COVID-19 case or individual with clinical or laboratory confirmed COVID.
  - Medium: Close contact, face to face for less than 15 minutes or sharing same rooms for greater than 2 hours, with suspected/positive COVID-19 case.
  - Low: Casual contact, being face to face with a confirmed case for less than 15 minutes, or sharing a room for less than 2 hours in the 24 hours before the onset of their symptoms, with suspected/positive COVID-19 case.
- B. Clinical strategies symptomatic individuals should define elapsed time frames that have passed since individuals exhibited symptoms.
  - C. Clinical strategies for symptomatic individuals should include examination by a medical professional to receive clearance to travel offshore
  - D. Testing strategies should include the use of FDA-approved test methods including molecular assay and antibody serology testing.
  - E. Self-quarantine periods prior to travel offshore should be considered for asymptomatic individuals.



### 13 Office-Based Support Operations

Re-opening of office-based locations supporting offshore operations will likely vary depending on applicable State and Local guidelines. Operators should consult with appropriate authorities prior to implementing any decisions.

Guidelines listed for Symptomatic and Asymptomatic individuals may be applied to office-based staff as well. In addition, office locations should consider the following:

- Teleworking options may be kept in place for many individuals who can effectively execute their duties without being physically present in an office.
- Phasing the re-opening of offices so that the most essential employees return first.
- Spacing desks and cubicles greater than 6 feet apart.
- Remove chairs and/or monitors at unused workstations to discourage unoccupied workstation use.
- Removal of employee's personal items from their workstation area to maximize after-hours cleaning of work areas.
- Re-orienting workstations so that employees do not face one another or installing panels/shields between workstations.
- Remove extra chairs in conference rooms or meeting areas to comply with state or local recommendations on maximum group capacities (i.e. no more than 10 people in a gathering).
- Install signage in conference rooms or meeting areas to indicate the maximum number of people allowed in the room.
- Installation of plexiglass screens at reception areas or security checkpoints.
- Consideration for temperature and exposure screening during check-in processes.
- Rearrange or take away seating in reception areas to improve social distancing.
- Remove magazines, pens or other paraphernalia from reception areas, common areas or conference rooms.
- Assess whether hand sanitizers are available in all applicable areas; increase availability as needed.
- If food service is available, consider reducing hours or scheduled times for individuals to access (i.e. "platooning" of lunch hours).
- Temporarily eliminate coffee pots, water coolers and non-prepackaged food items in common kitchen areas.
- Implement nightly enhanced cleaning of all offices, meeting rooms and common areas.

Additional guidance: The Occupational Safety and Health Administration (OSHA) has developed COVID-19 workplace guidance that can be accessed here: <https://www.osha.gov/Publications/OSHA3990.pdf>