Title:	**Instructions for handling Corona virus at the yards in Topside & Facilities**
Doc. No.:	**01-W-HES100E**

Business Process:	HSSE		
Owned by:	SVP Performance & Transformation, Topside and Facilities		
Checked by:	Torstein Leth	**Approved by:**	Arve Kleppe

Revision	Date	Description
22	11-03-2021	Changed regime regarding travel to the yards – new chapter 8 Some structural changes of chapters Clarification in chapter 9 regarding private travels / visits Removed Appendix for application from ring 1 and 2 municipalities

Validity:	**Governed by Metadata**

Purpose
Decide actions to limit spread of infection and at the same time maintain our business activities

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1 Situation

The Corona virus is now spreading both nationally and internationally. The Norwegian health authorities have a strategy to deal with the situation in a way that it is avoided to get many seriously ill at the same time. Consequently, the health authorities have introduced several restrictions to limit and prevent the transmission/ spread of infection. Among these measures are quarantine and isolation.
We are preparing for different scenarios. Our highest priority is to minimize the damage to people, society and operations.

2 Purpose

The purpose of this document is to provide instructions on actions we take to safeguard our employees, corporate social responsibility to limit the spread of infection and to maintain our business activities in the current situation where the infection spreads.
This document deals with our business the yards in Topside & Facilities where we are the principal enterprise. Where the client is the principal enterprise, we follow their guidelines.
We adheres to guidelines from Aker Solutions, the Directorate of Health and the Institute of Public Health, but may in some cases have stricter internal guidelines.
Local emergency response plans must ensure operationalisation of the requirements in this instruction.
The revision number and the validity date of the instruction are updated when the content of the instruction changes.

3 Definitions and contact number

Close contact	Se appendix I
Primary business interest	Is to maintain production, avoid significant cost effects, significant delays in projects or loss of business development opportunities.

Contact number
It is created contact number to the occupational health services on the following locations:

Location Stord / Verdal:
Occupational Health Service: +47 53 41 89 01 for questions related to Corona infection. The line is serviced by health professionals and is open weekdays between 07:00 - 15:00.

Location Egersund / Sandnessjøen
Occupational Health Service: + 47 514 69 116 or +47 992 34 709. The line is serviced by health professionals and is open weekdays between 07:00 - 15:00.

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4 Hygiene and distance

The three basic pillars to slowing the spread of infection are:

1. Be home if you are sick
Se chapter 5.

2. Good hand hygiene, good cough etiquette and enhanced cleaning
All employees should exhibit good hand hygiene and coughing etiquette according to information from the FHI and the Directorate of Health.

There must be an increased cleaning on all locations during this period. Cleaning of possible contamination points such as eating area door handles, water / coffee machines, control panel in elevators, handrails in internal stairs, etc. is performed daily. If dining breaks are at different time, cleaning of tables must be performed between each group.
In case of infection spreading close down of parts of offices / areas for disinfection may be necessary.

3. Social distancing
Reduced contact between people and sufficient distance will:

- prevent the spread of infection
- reduce the number of close contacts (less than 2 meters distance in more than 15 minutes) in case of suspected or confirmed infection

The following distance rules applies:

I. Minimum 1 meter at all time *
II. Minimize your movements outside your own work area and in general be around as few as possible
III. Persons belonging to the risk groups shall also ensure at least one meter away from others, but may keep a greater distance if possible. They should continue to follow the advice on how to protect themselves extra, including by limiting the number of people you have close contact with.
IV. Strive to have permanent groups / teams of up to 5 people
V. Do not touch other persons. Ban on greeting and hugging each other. Show each other joy without touching each other

* If minimum 1m distance is impossible in certain tasks, P3 masks shall be used by all involved. Ordinary face masks shall not be used in production areas. Face masks shall be used at public transport and other public places where keeping minimum 1m distance is impossible.

5 In case of respiratory infection, suspected infection and confirmed COVID-19 disease and close contact

Suspected infection and confirmed COVID-19 disease
We adheres to guidelines from the Directorate of Health and the Institute of Public Health.
Stay home if you feel sick e.g. cold, fever, cough, sore throat, heavy breathing (also mild symptoms) or lost sense of taste and smell. Guidelines at FHI.no
Employees who develop symptoms of COVID-19 while at work must immediately distance themselves from others and return home immediately.

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Close contact
Employees who are defined as close contact to a person who has been confirmed sick with COVID-19 shall be quarantined (ref appendix I).

You must inform your manager if you are covered by the points above. The manager notifies then according to notification matrix (see appendix III)

6 Quarantine and registration of quarantine

Rules related quarantine and isolation are listed up at https://www.fhi.no/nettpub/coronavirus/testing-og-oppfolging-av-smittede/definisjoner-av-mistenkte-og-bekreftede-tilfeller-med-koronavirus-coronavir/ and https://www.fhi.no/nettpub/coronavirus/fakta/avstand-karantene-og-isolering/?term=&h=1
If you are in quarantine and are not sick, you shall work from home if you have the opportunity.

Registration of quarantine Stord / Verdal:
The quarantine or confirmed infection must be registered on the following link by the individual. If you do not have the opportunity, ask your manager to assist.
https://forms.office.com/Pages/ResponsePage.aspx?id=9km3JnKM40S73q494HtCBlWd-ixwWMRGg_dojweIj4dUNTJFV1o0NUs5S0tPREc3MkxENk9LMlQ3MS4u

Registration of quarantine Egersund / Sandnessjøen
Registration of employees' testing/positive/close-contact and quarantine is done on own link administrated by HSSE.

7 Office

Due to the infection situation, there may be different guidelines at the different locations according to local risk assessment. The following applies to the locations:

Egersund:
Working from home office is still the main rule. Personnel / functions that have major challenges related to home office may make agreement with personal leader and leader in project to work at office full or part time if rules of keeping distance can be followed. Consult OHS when needed.

Sandnessjøen:
Working from home office is still the main rule. Personnel / functions that have major challenges related to home office may make agreement with personal leader and leader in project to work at office full or part time if rules of keeping distance can be followed. Consult OHS when needed.

Stord:
Working from home office is still the main rule. Personnel / functions that have major challenges related to home office may make agreement with personal leader and leader in project to work at office full or part time if rules of keeping distance can be followed. Consult OHS when needed.

Verdal:
Working from home office is still the main rule. Personnel / functions that have major challenges related to home office may make agreement with personal leader and leader in project to work at office full or part time if rules of keeping distance can be followed. Consult OHS when needed.

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8 Travel to yard

8.1 General

All travel to the yards, beyond ordinary daily commuting of internal / external resources that have their daily work at the yard, shall be pre-approved. A given approval is valid for one travel.

The table below provides an overview of groups, examples of types of personnel within each group, the application process and barriers that must be in place. The barriers are described in more details in the following chapters.

Group	Category	Type of personnel	Barrierers	To be approved by
1	Foreign personnel*	Foreign workers, hired-in resources	Test / quarantine / security check list	Yard Director (in accordance with yard risk assessment)
2	Foreign personnel subject to government application	Specialists / individuals considered strictly necessary to uphold activity in Norwegian companies	Test / quarantine / security check list	BCP in T&F, after recommendation from local HSSE Manager**
3	Personnel from municipalities with increased restrictions (ABC municipalities)	External / internal business critical resources	Test / leisure time quarantine / security check list	BCP in T&F, after recommendation from local HSSE Manager
4	Personnel from other municipalities	Internal / external travelling personnel	Security check list . BCP can implement measures deemed necessary based on high infection rate in a municipality.	Infection rate > 150 / 100.000: BCP in T&F, after recommendation from local HSSE Manager Infection rate < 150 / 100.000: Yard Director, in cooperation with local HSSE Manager
5	Visitors	Company visits, customer visits, audits, school visits, media, politicians, pensioners etc (not work-related visits)	Security check list. BCP can implement measures deemed necessary based on high infection rate in a municipality.	Yard Director, in cooperation with local HSSE Manager

* Currently, the borders are in principle closed, and as a main rule only foreigners with Norwegian residency, as well as Norwegian citizens, may travel to Norway.
**To be approved by BCP before an application is submitted to the authorities (The Norwegian Maritime Directorate)

For all groups, except from group 1, the following from shall be used for application of getting in personnel to the yards:

APPLICATION FORM

For application of 10 or more, the form “Massesøknad for tilreisende personell” can be used and uploaded in this application form

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The need of personnel travelling to the yard shall be compiled in one application per project and shall include all internal / external resources including client. The personnel being applied for must be assessed and considered strictly necessary and done in co-operation with project manager.

The application must be filed within Wednesday at 12:00 for the following week. The applications will upon nomination from HSSE at the yards be decided by the Business Continuity Planning team (BCP) or yard director respectively.

Contact your local HSSE manager if you have questions regarding this.

Persons that are living in other areas, but have not been home last 10 days is not considered to be under the regulations described in chapter 8.

Flowchart for the application process:

Application for intake of personnel to the Topside & Facilities yards

* Use electronic application form

HSSE at the yards

Stord: Torstein Leth

Verdal: Rune Enoksen

Egersund /
Sandnessjøen: Kurt Børge Pedersen

** Ensure mitigating:

1) Order tests according to covid-19 instructions through covid-19 test contact person
2) Submit "Extra security check" declaration to the personnel
3) Follow up that all mitigating actions related personnel from group 1, 2, 3, 4 and 5 are followed, ref. covid-19 instruction

8.2 Personnel arriving Norway

The borders are for the time being closed with a very few exceptions. This means that as for now hired in personnel from abroad cannot be mobilised, but the authorities are continuously assessing a gradually re-opening again.

If need of mobilising specialists from abroad (group 2), the internal application process must be followed. If approved by BCP, the process of applying for the personnel through the Norwegian Maritime Authority can start, see their website.
The covid-19-regulation apply with the following rules for personnel arriving Norway through the exception rules:

Registration obligation for travel to Norway
Persons arriving Norway from an area with quarantine obligation pursuant to Appendix A of the Covid-19-regulations, shall prior to the travel register necessary information according to §5b in the Covid-19-regulations

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For more details see Forskrift om smitteverntiltak mv. ved koronautbruddet (covid-19-forskriften).

Negative test for SARS-CoV-2 required upon arrival to Norway
Persons arriving Norway from an area that requires quarantine as described in Appendix A in the Covid-19 regulations, shall upon arrival present a certificate of negative test of SARS-CoV-2. PCR or antigen speed test are valid test methods. The test shall not have been taken later than 24 hours prior to arrival to Norway. For personnel arriving by plane, the test may be taken during the last 24 hours prior to scheduled continuous flight to Norway including transit on other airports. The certificate must be in Norwegian, Swedish, Danish, English, French or German.

The required negative test upon arrival to Norway does not apply for Norwegians, foreigners who live in Norway holding a residence permit, foreigners who frequently arrive Norway from Sweden or Finland to work, and foreigners who perform commercial transport of goods and personnel, etc. For complete list, see the Covid-19-regulation §4a.

Testing required of personnel who have stayed in countries with high occurrence of mutant viruses
Persons who have stayed in Great Britain, South Africa, Ireland, Netherland, Austria, Portugal or Brazil during last 10 days prior to arrival to Norway, and arrive Norway, shall do a PCR test for SARS-CoV-2 at the Norwegian border.

Testing required of personnel who have stayed in an area with a quarantine obligation
Persons who have stayed in an area with quarantine obligation pursuant to Appendix A of the Covid-19-regulations during the last 14 days prior to arrival to Norway, shall do a SARS-CoV-2 test at the Norwegian border. The test shall be antigen speed test or PCR test. In case of positive antigen speed test, a PCR re-test is required within 24 hours after arrival.

This does not apply to i.e.:

- Persons with quarantine exemption according to §6a
- Persons who more than one time during a period of 15 days arrive Norway from areas in Sweden or Finland with quarantine obligation according to Appendix A in the Covid-19-regulations as part of travel between work place and home, and are being tested according to §6b
- Professional drivers of long-distance transport according to §6b

Ref. §4d in the Covid-19-regulations.

Travel Quarantine
Persons arriving Norway from an area with quarantine obligation pursuant to Appendix A of the Covid-19-regulations, shall in 10 days of quarantine. This includes also for stopover in areas pursuant to in Attachment A. If a person is arriving via an area without quarantine obligation, the quarantine period is reduced corresponding to the time the person has stayed in the area without quarantine obligation. If the country or area are no longer subject to quarantine obligation pursuant to Appendix A of the Covid-19-regulations, the quarantine obligation is repealed, ref. §4 first part letter a in the Covid-19-regulations.

The travel quarantine can be reduced if the person documents negative test result from PCR test during the quarantine, taken at the earliest 7 days after the arrival, ref. §4c in the Covid-19-regulations.

Persons arriving Norway more than one time during a period of 15 days from areas in Sweden or Finland with quarantine obligation pursuant to Appendix A of the Covid-19-regulations as travel between work place

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and home, are exempted from quarantine during work time if they are tested for SARS-CoV-2 at least every 7 days, or arrival day and then every 7 days if it is more than 7 days since last test

Requirements for staying in travel quarantine
We have arranged suitable rooms for quarantine stay according to §5 second part, letter c during the quarantine period for our hired-in personnel.

Individuals (i.e. ATS, client, etc.) arriving Norway where quarantine and testing are not administrated through us shall document that the quarantine and testing requirements according to Covid-19-regulations are adhered to.

Stord/Verdal:
It will be possible for testing / drop-in at our supplier for own cost. Call Aktimed +47 97 40 99 10.

The manager / contact person must log the presented documentation in the quarantine form:
https://forms.office.com/Pages/ResponsePage.aspx?id=9km3JnKM40S73q494HtCBlWd-ixwWMRGg_dojweIj4dUNTJFV1o0NUs5S0tPREc3MkxENk9LMIQ3MS4u

Egersund:
Own test regime established via OHS (Aker Care)

Sandnessjøen:
Own test regime established by Alstadhaug Municipality

If a positive test, the person must be in isolation, and infection tracing is done according to the routines at the yards.
If people arrive from the area that is green (ie except for quarantine duty) according to the updated FHI map, they can go directly to work without quarantine or testing.

Karanteneregler når du kommer til Norge fra utlandet.
Information on infection prevention measures must be available in the relevant language at the workplace.
Self-declaration forms are used before mobilization to confirm that you are not in risk group, suspected infection, confirmed COVID -19 disease or in close contact with anybody infected.

8.3 Personnel travelling from A, B and C municipalities in Norway

The Covid-19-Regulations Chapter 5 defines the municipalities at all time with increased restriction level, and the type of level:

- Very high (A)
- High (B)
- Somewhat high (C)

Main rule
No personnel that during the last 10 days have stayed more than 1 day or had close contact with other persons in a municipality that according to the Covid-19-Regulation chapter 5 has a grade of high restriction level (A-D) shall have access to the yard if not the following is in place

1) Pre-approval as critical personnel stated in the following instructions

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2) Approval from the yard director (and HSSE manager) to use the “fast-track” alternative in acute safety critical situation where critical personnel must be immediately mobilised.

Definition of critical personnel
Persons that are doing work that the yard deem strictly necessary to uphold critical operations, deliveries or support and will have significant schedule and/or cost consequences to hold back.

Process for pre-approval of critical personnel from municipalities with increased restriction level
There must be a good description in the application form with arguments for why personnel from this kind of municipality is business critical, i.e. it must have severe consequences. HSSE manager nominate for approval or refusal in cooperation with yard manager and forward the applications to BCP.

Protocol for planned mobilisation of critical personnel for > 1 day

Timeline	Process	Mitigating Actions
Day 0	Home before departure	Self-declaration (see Appendix VI) that confirm: a. No symptoms last 24 hours b. No close contact with confirmed case or close contact to defined close contacts c. Followed all infection control advice for the municipality Negative PCR test taken less than 48 hours prior to departure (exemption may be given by HSSE/OHS)
Day 1	Travel to work place Arrival at yard At work	Alone in own car without stopping if possible (exemption may e given by local HSSE mgr) Keep minimum 2m distance plus face mask if in contact with others PCR test (PCR speed test when available) Quarantine while waiting test result that is verified by HSSE or OHS Keep 2m distance in all situations where possible Work with <2m distance to be risk assessed with actions like P3 masks, strict cohort regulations, etc. Limit contact with persons outside cohort Follow all internal covid-19 regulations Stay in leisure quarantine outside work hours according to FHI rules at designated area
Day 2-10	Work Leisure time If ill/symptoms If work related injuries	As described above Quarantine at designated area Notify immediately leader who consult OHS. To be sent to municipal health. OHS to assess whether to do treatment with mitigating actions or to send to municipal health PCR test to be taken at day 7
Day 10	Leisure time	Quarantine period stops Covid-19 precautions as for others

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Process for mobilising critical personnel without pre-approval from municipalities with increased restriction level

In case personnel needs access to the yard as an immediate action to uphold vital functions, responsible leader shall confer with yard director and HSSE manager to get exemption from the required pre-approval.

Protocol for immediate mobilisation of critical personnel for > 1 day

Timeline	Process	Mitigating Actions
Day 1	Travel to work place Arrival at yard At work	Alone in own car without stopping if possible (exemption may e given by local HSSE mgr) Keep minimum 2m distance plus face mask if in contact with others Self-declaration (see Appendix VI) that confirm: a. No symptoms last 24 hours b. No close contact with confirmed case or close contact to defined close contacts c. Followed all infection control advice for the municipality PCR speed test when available. To be verified by HSSE or OHS Keep 2m distance in all situations where possible Work with <2m distance to be risk assessed with actions like P3 masks, strict cohort regulations, etc. Limit contact with persons outside cohort Follow all internal covid-19 regulations Stay in leisure quarantine outside work hours according to FHI rules at designated area
Day 2-10	Work Leisure time If ill/symptoms If work related injuries	As described above Quarantine at designated area Notify immediately leader who consult OHS. To be sent to municipal health. OHS to assess whether to do treatment with mitigating actions or to send to municipal health PCR test to be taken at day 7
Day 10	Leisure time	Quarantine period stops Covid-19 precautions as for others

Protocol for short term work at the yard (7,5 hours or less)

Applies for delivery of goods or acute repair work, maintenance, etc.

- Person must answer the following question at the gate before being let in:
  - Have you during the last 24 hours been ill / had symptoms? (answer no)
  - Have you had contact with a Covid-19 positive person or been in close contact with an infected person during the last 10 days? (answer no)
  - Have you adhered to the infection control advice in the municipality you are coming from? (answer yes)
- Required to keep minimum 2m distance to other persons at all time
- Required to use face mask delivered by the gate security guard
- Avoid change of paper and signing – to be done by the driver himself or use gloves
- Goods to be handled fully by the driver or fully by own personnel – no interaction / close contact
- Gate security guard calls receiver to be extra careful
- To be accompanied with 2m distance by own personnel during the stay (for maintenance / repairs)
- Frequent suppliers shall send their routines for infection control for verification by HSSE
- Person shall not use canteen or other common areas

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8.4 Personnel travelling from other municipalities in Norway

Travels shall as main rule be limited to a absolute minimum. All travels to the yard shall be applied for and approved in advance with argumentation for why the travel is needed. Travel from municipalities with high infection rate (>100/100K) shall be approved by BCP. Travels from municipalities with lower infection rate (<150/100K) shall be approved by yard director.

A self-declaration (Appendix VI Extra security check) must be filled out and sent to responsible leader prior to arrival to get access to the yard.

8.5 Visitors

Visitors are externals that are coming to the yard not doing work regulated by contracts with AKSO, i.e. company visits, client visits, audits, school visits, journalists, politician, pensioners, etc.

Visits shall be applied for and approved in advance by yard directors:

Jan Ertresvåg (Egersund / Sandnessjøen)
Jarle Henriksrud (Stord)
Erik Stiklestad (Verdal)

Visitors shall fill out a self-declaration (Appendix VI Extra security check) at the main gate upon arrival.

9 Other transports and travels

Transport to/from/at office/workplace

I. When travelling to and from work, you must limit your use of public transportation. Use your own car, motorcycle, bicycle or walk if possible.
II. Avoid crowded public transportation. If you need to use public transport, follow current recommendations on distancing and other protective measures, including face masks.
III. Having two people in one vehicle/taxi is permitted
IV. Main rule is to use only one single seating/ free middle seat in transportation. For air transport we follow the Aviation guidelines for infection control: https://www.fhi.no/nettpub/coronavirus/rad-og-informasjon-til-andre-sektorer-og-yrkesgrupper/smittevern_i_luftfarten/
V. Avoid visiting places where many people congregate and avoid areas where queues could form.

Business travels

I. Follow requirements from Norwegian government/ Ministry of Foreign Affairs' travel advisories
II. International travels must be approved by Arve Kleppe. See also separate instructions for preparation of international travels. https://ksite.sharepoint.com/:w:/r/sites/GovDoc/_layouts/15/Doc.aspx?sourcedoc=%7B32D273F0-CC4D-4378-AF9A-1AC27F6F428E%7D&file=01-W-HES099N.docx&action=default&mobileredirect=true

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- After traveling to yellow countries, you shall have 10 days with home office and not meet physically at work. The number of days can be reduced if COVID-19 tests are performed (ref. test regimen described in chapter 7).
- After traveling to red countries the following quarantine rules applies: https://www.fhi.no/nettpub/coronavirus/fakta/reiserad-knyttet-til-nytt-koronavirus-coronavirus/?term=&h=1

III. Domestic travel should be reduced to an absolute minimum and approved by Project Director in dialogue with base manager. For base functions the yard manager must approve

Commuter travel

The same applies to commuter trips as for business trips. If you commute between two locations, for example between Stord and Oslo, you must work from the office location closest to your place of residence and participate in meetings and work via video conferencing and interaction platforms. See also chapter 8 for municipalities with increased restriction levels.
Persons who have to commute to perform their work are not included in the section above. Section about Hygiene and distance shall be pursued. Hired operators for the yards are handled by the rotation office.

Private travel

We refers to the prevailing official travel advisories and restrictions at any given time. These are published on the FHI website, "Infection control advice for holidays and travel as regards coronavirus (COVID-19)".
As regards foreign travel, we refer to the Ministry of Foreign Affairs' travel advisories. Please note that foreign travel could involve a mandatory quarantine requirement when you return to Norway. You can read more about this on the FHI website, "Quarantine for people entering Norway from abroad". In such instances, any quarantine period must be complete by the agreed reporting time at your workplace.
We do not have the right to impose restrictions on employees for leisure travel. However, we have a clear expectation that employees show responsibility in terms of destinations, and that they do not expose themselves to unnecessary exposure.
You have a duty to inform your manager about your planned and completed trips abroad.

Persons that have to perform strictly needed travel to A, B and C municipalities with increased restriction level (funeral, doctor visits, etc.):

- Are recommended to seek advice at OHS prior to the travel
- Shall have discuss with OHS at site after the travel before coming to work

Persons that have had close contact with other persons in an A, B and C municipality (i.e. travel to or visit from) must in addition fill out the self-declaration “Extra security check” and send to responsible leader prior to come to work.

10 Conference and meeting

As of today, the infection situation is considered to be long-lasting, and all forms of business activities must be adapted to the situation we are in with effective infection control measures.

All gatherings are put on hold and physical meetings are only allowed when it is absolutely necessary, with a limit of maximum 20 persons independent of the size of the meeting room. See Appendix IV for more details. For all types of gatherings and meetings, it is an unavoidable requirement that the infection control described in this instruction must be followed at all times.

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- Meetings should be conducted digitally
- Larger meetings and meetings beyond ordinary meeting rooms, as well as participation in conferences and seminars, must be risk assessed and approved by the local HSSE leader
- Social events or gatherings as teambuilding etc. should not be held

11 Welfare activities

Welfare activities (under the direction of employer) are cancelled. Training activities are also cancelled; both joint workouts in the gym, gym facilities and other activities.

12 Cyber security

Please note that cybersecurity will be extra important in the situation we now find ourselves in:

I. Be careful clicking external links in e-mails - Corona-related topics will be used as clickbait - stop and consider whether this is real before clicking a link. Do you know the sender or were you expecting this e-mail? Is there anything suspicious about the content or text?
II. Distinguish between private use of data and use of data for work: Avoid installing and using private programs on work PCs. Employer's information must only be stored and processed in our IT systems.

13 Instructions for deliveries from outside Norway to our locations

Professional drivers of long-distance transport arriving Norway from areas with quarantine obligation pursuant to Appendix A of the Covid-19-regulations, are exempted from quarantine when crossing Norwegian borders during work hours. Quarantine regulations apply for leisure time.

Driver must answer no on the following question at the gate before being let in:

- Have you during the last 24 hours been ill / had symptoms?
- Have you had contact with a Covid-19 positive person or been in close contact with an infected person during the last 10 days? (answer no)

In addition the following requirements apply:

- Required to keep minimum 2m distance to other persons at all time
- Required to use face mask delivered by the gate security guard
- Avoid change of paper and signing – to be done by the driver himself or use gloves
- Goods to be handled fully by the driver or fully by own personnel – no interaction / close contact
- Gate security guard calls receiver to be extra careful
- To be accompanied with 2m distance by own personnel during the stay (for maintenance / repairs)
- Frequent suppliers shall send their routines for infection control for verification by HSSE
- Person shall not use canteen or other common areas

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14 To Managers – Continuity Planning

It is mandatory for all managers to comply with the instructions contained in this document and ensure that this is communicated to their employees
Furthermore, all managers must plan for employees to be away from work, either in isolation due to symptoms - or that they are healthy and workable but in quarantine.
For you as a leader, when planning to maintain continuity in the work you are responsible for, consider the following:

- Identify critical roles and tasks - do you have people who can cover a critical role if the person who now fills it becomes inaccessible?
- How will you inform and keep your organization updated through this situation?
- Follow up employees at home office
- Employees in the risk group should work as usual. The manager must inform employees about preventive measures (see Appendix II regarding who is at risk and preventative measures). The employee also has a responsibility to inform his / her manager of special needs and / or needs for work arrangements.
- How will the interaction routines be if the majority of those working in your department / project have to work from home? Access to files, systems etc.
- What activities must be prioritized over others? Which are important and which can or must wait?
- What to do if you become inaccessible yourself - who takes your role if you get ill? (Also clarify with your manager)
- Identify work operations where it is a challenge to maintain adequate distance / infection control measures
- Make it clear that it is a personal responsibility to keep up to date and comply with the requirements for infection control

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Appendix I: Close contacts

You are considered to be a "close contact" if

- you have been in contact with a person with confirmed COVID-19 disease less than 48 hours before they developed their first symptoms onset (for people without symptoms: see chapter about Smittesporing) AND
- the contact has been
    - less than two metres away for more than 15 minutes OR
    - in direct physical contact OR
    - in direct contact with secretions.

This does not apply when recommended personal protective equipment is used in the healthcare service.

Anyone who can document that they have had COVID-19 disease using an approved method during the last six months, are exempt from quarantine duty.

The most exposed close contacts are "household members and equivalent close contacts". This usually means those who:

- Live in the same household.
- Have had similar close physical contact as in a household (for example, boyfriend/girlfriend, colleagues who sit near each other in an open plan office).
- Have cared for a person with confirmed COVID-19 disease or had similar close physical contact, without having used recommended protective equipment.

https://www.fhi.no/en/op/novel-coronavirus-facts-advice/testing-and-follow-up/definitions-of-probable-and-confirmed-cases-of-coronavirus-COVID-19-and-con/

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Appendix II: Risk group

Groups with slightly increased risk:

- Age 66–80 years
- Age 50–65 years with one of the following chronic diseases:
- cardiovascular disease (other than well-regulated high blood pressure)
- morbid obesity (BMI ≥ 30 kg/m2) in combination with weight-related diseases, or BMI ≥ 40 kg/m2)
- diabetes
- chronic kidney disease and kidney failure
- chronic lung disease (other than well-regulated asthma)
- chronic liver disease
- immunosuppressive therapy such as chemotherapy, radiation therapy and immunosuppressive therapy in autoimmune diseases

People under 50 years of age have a lower risk of developing severe COVID-19 disease. However, some people with poorly-regulated chronic conditions or a combination of several chronic diseases might be at increased risk.

Groups with moderate / high risk

- Residents of nursing homes
- Over 80 years of age
- Age 66–80 years with one of the following chronic diseases, OR age 50–65 years with two or more of the following chronic diseases:
    - cardiovascular disease (other than well-regulated high blood pressure)
    - morbid obesity (BMI ≥ 30 kg/m2 in combination with weight-related diseases or BMI ≥ 40 kg/m2)
    - diabetes
    - chronic kidney disease and kidney failure
    - chronic lung disease (other than well-regulated asthma)
    - chronic liver disease
    - immunosuppressive therapy such as chemotherapy, radiation therapy and immunosuppressive therapy in autoimmune diseases
- Severe health condition, regardless of age *:
    - people with active cancer, ongoing or recently discontinued treatment for cancer (especially immunosuppressive therapy, radiation therapy to the lungs or chemotherapy).
    - neurological or muscular disease with impaired coughing strength or lung function (e.g. ALS)
    - congenital immunodeficiency in an unstable phase that carries the risk of severe respiratory tract infections
    - blood diseases that impair the immune system
    - organ transplant
    - HIV infection with low CD4 counts
    - significant renal impairment or significantly impaired liver function
    - other, assessed by a doctor

*We have included some serious health conditions in this list of a precautionary principle, although at present there are no studies indicating a higher risk of severe progression for the diseases.
https://www.fhi.no/nettpub/coronavirus/fakta/risikogrupper/

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Advice for risk groups

	Slightly increased risk	Moderate to higher risk
Low-level spread in your community	**Live like others** You can generally live like the rest of the population, travel, work and attend social events. But be particularly careful to follow the general infection control measures: • Keep the recommended distance to people apart from your closest family and friends. • Remember hand hygiene and cough etiquette. • Stay home when you are ill Consider whether you will be able to follow these measures before traveling or participating in social activities.	**Increase social distancing** You can maintain a normal level of contact with your closest family and friends, travel and socialize with others as long as: • You and your closest circle are particularly careful to follow general advice, keeping a safe distance and good hand and cough hygiene. • You limit your number of close contacts. • You avoid crowded places (e.g. public transport and shopping malls) or go to such places only outside rush hours. • Stay home when you are ill. Workplace planning and adjustment may be appropriate.
Widespread transmission or outbreaks in your community	**Increase social distancing** You can maintain a normal level of contact with your closest family and friends, travel and socialize with others as long as: • You and your closest circle are particularly careful to follow general advice, keeping a safe distance and good hand and cough hygiene. • You limit your number of close contacts. • You avoid crowded places (e.g. public transport and shopping malls) or go to such places only outside rush hours. • Stay home when you are ill. Workplace planning and adjustment may be appropriate.	**Social shielding** To avoid infection, you should keep to yourself during this period. You can go outside and maintain normal contact with your closest circle as long as they also practice social distancing and are healthy. Pay particular attention to hand and cough hygiene. In addition, you should: • Keep further away from others than your closest circle (preferably 2 meters). • Ask others to help you with necessary purchases. • If your closest contacts and household members have many other social contacts, you should keep a safe distance to them. If this is not possible, it might be necessary to consider other temporary housing arrangements. If workplace adjustment or remote working is impossible, sick leave should be considered.

NIPH

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Appendix III Notification

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COVID-19
Notification in case of suspicion infection at location Egersund & Sandnessjøen

Ill with airway infection*

Defined as close contact

Confirmed Covid-19 infected

* Supervisor to confer with local Occupational Health Service in case of acute airway infection
** Confer resource department for contact info

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APPENDIX IV RISK ASSESSMENT OF VARIOUS FORMS OF MEETINGS

The risk assessment will be updated in the event of a change in the infection situation and the risk status for the region. The following meetings have been approved, if the following requirements are met:

Types	Risk	Requirements	Responsible	Status
Ordinary meetings in the office	Spread of infection. Crowded meeting rooms.	• Physical meetings shall be limited to the absolutely necessary • To widest extent use Teams • Minimum 1m distance (shoulder to shoulder) between each meeting participant in the meeting room • Register participants who are physically present in the meeting room • Maximum 20 person present in a meeting room	Meeting responsible	
Town hall	Spread of infection. Unclear close contacts	• Max 50 • Rigged with chairs with a minimum distance of 2m (to avoid close contact challenge). In Verdal, these types of meetings are held standing in the Module Hall. 1 m distance because «hall» is defined as outdoor area. • Guards at entrance / exit to avoid collection and clogged queues • Before and after cleaning is agreed with Facility Management • Start the meeting with information about escape routes and infection control rules	Yard director (for operation/basis) Project Manager (for project)	ON HOLD Application for deviation to be sent to local HSSE manager
Meetings with food / celebrations at the company	Spread of infection. Crowded meeting rooms / rooms.	• Minimum 1m distance (shoulder to shoulder) between each meeting participant in the meeting room • Register participants who were physically present • Food is ordered by the canteen (which delivers according to the infection control rules) • Arrange cleaning with Facility Management when using canteens / lunch rooms	Meeting responsible	ON HOLD Application for deviation to be sent to local HSSE manager

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		• Strive for personnel who work together on a daily basis (cohort) to sit together (minimum 1m distance) • Seating to be documented / or take a picture of the «table set», in order to reduce the risk of having unnecessarily many close contacts defined		
Courses at the office	Spread of infection. Crowded meeting rooms.	• It is specified in the notice that you must stay at home if you are ill (symptom of respiratory infection, etc.) • Minimum 1m distance (shoulder to shoulder) between each meeting participant in the meeting room • Register participants daily • Any food is ordered by the canteen (which delivers according to the infection control rules) • The instructor is responsible for ensuring that distance rules are also complied during breaks • Strive for personnel who work together on a daily basis (cohort) to sit together (minimum 1m distance) • Seating to be documented / or take a picture of the «table set», in order to reduce the risk of having unnecessarily many close contacts defined • Start the course with information about escape routes and infection control rules • Max 20 persons present	Meeting responsible	To be run digital if possible
Business related gatherings by AKSO but outside own facilities	Spread of infection. Unclear close contacts. Lack of routines.	• It is specified in the notice that you must stay at home if you are ill (symptom of respiratory infection, etc.) • Location must be approved by the HSSE responsible • Travel must be limited to what is strictly necessary • The current location must submit the current infection control rules for the site to the responsible HSSE, and	Arranger	ON HOLD Application for deviation to be sent to local HSSE manager

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		may be subject to verification • Minimum 1m distance (shoulder to shoulder) between each participant in the room • Registration of participants • The organizer is responsible for ensuring that distance rules are also complied during breaks • Start the meeting with information about escape routes and infection control rules • Strive for personnel who work together on a daily basis (cohort) to sit together (minimum 1m distance) • If you document / take a picture of the «table set», you can reduce the risk of having unnecessarily many close contacts defined • If a gathering ends with dinner, a maximum of 2 alcohol units is allowed.		
External professional gatherings outside AKSO	Spread of infection. Unclear close contacts. Lack of routines.	• Approved by local HSSE leader (Stord: Torstein Leth, Verdal: Arve Kleppe, Egersund/Sandnessjøen: Kurt Børge Pedersen) in advance		ON HOLD Application for deviation to be sent to local HSSE manager

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Appendix V Template for “Extra security check”

Extra security check related to Corona Virus

1	Har du, eller har du siste døgn hatt symptom på Corona Virus? Do you have, or have you during the last 24 hours had, any symptoms of Corona Virus? Masz, czy też w przeciągu ostatniej doby miałeś objawy wirusa Korona?	☐ Ja / Yes / Tak ☐ Nei / No / Nie
2	Har du, eller har du siste døgn hatt symptom på luftveissykdommer (eks forkjølelse, feber, hoste)? Do you have, or have you during the last 24 hours had, any symptoms of airways diseases (e.g. a cold, fever, cough)? Masz, czy też w przeciągu ostatniej doby miałeś objawy infekcji dróg oddechowych (np. przeziębienie, gorączka, kaszel)?	☐ Ja / Yes / Tak ☐ Nei / No / Nie
3	Har du vært i nærkontakt med en Corona-smittet person i løpet av de siste 10 dagene? Have you been in close contact with a Corona-infected person during the last 10 days? Czy byłeś w przeciągu ostatnich 10 dni w bliskim kontakcie z osobą zarażoną wirusem Korona	☐ Ja / Yes / Tak ☐ Nei / No / Nie
4	Kommer du fra et land/område som er merket rødt eller gult av norske helsemyndigheter? Dersom ja, vennligst oppgi dato for ankomst til Norge: _____ Are you coming from a country/area marked red or yellow by norwegian health authorities? If yes, please state the date for your arrival in Norway: _____ Przyjeżdżasz z kraju/obszaru oznaczonego kolorem czerwonym lub żółtym przez norweskią służbę zdrowia?? Jeżeli tak, to proszę podać datę przyjazdu do Norwegii: _____	☐ Ja / Yes / Tak ☐ Nei / No / Nie
5	Kommer du fra en kommune i Norge som er definert som «Ring 1» eller «Ring 2»? Dersom ja, vennligst oppgi hvilken kommune:_____ Do you come from a municipality in Norway marked as «Ring1» og «Ring 2»? If yes, please state which municipality:_____ Czy przyjeżdżasz z gminy w Norwegii określanego mianem Ring 1 lub Ring 2? …	☐ Ja* / Yes* / Tak* ☐ Nei / No / Nie Hvis ja, fyll ut side 2 / If yes, fill out page 2 / Jeżeli tak, to wypełń stronę 2

Name in CAPITAL LETTERS
Imię i nazwisko DRUKOWANYMI LITERAMI

Signature / Podpis

Scan QR-coden for Aker Solutions’ sin Corona-innstruks
Scan the QR-code for Aker Solutions’ Corona instruction
Zeskanuj kod QR by zapoznać się z instrukcją postępowania
Kvaerner dotyczącą wirusa Korona

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The response at question 1-3 at page 1 must be “no”.

Ring 1 / Ring 2

6	Har du søkt, og fått innvilget tillatelse til å komme på verftet? Have you applied, and received approval for coming to the yard? Czy złożyłeś wniosek o pozwolenie na przyjazd do stoczni i dostałeś pozytywną odpowiedź?	☐ Ja / Yes / Tak ☐ Nei / No / Nie
7	Har du fulgt smittevernrådene i kommunen du kommer fra? Have you adhered to the infection control advice in the municipality you are coming from? Czy przestrzegałeś zasad zapobiegania zakażeniom w gminie z której przyjeżdżasz?	☐ Ja / Yes / Tak ☐ Nei / No / Nie
8	Har du testet deg for Covid-19 med PCR test og mottatt svar på at testen var negative før avreise? Have you taken a PCR Covid-19 test and recieved confirmation that the test was negative? Czy przed wyjazdem wykonałeś test na obecność wirusa Covid-19 metodą PCR i otrzymałeś odpowiedź, że wynik jest negatywny?	☐ Ja / Yes / Tak ☐ Nei / No / Nie
9	Har du testet deg for Covid-19 etter ankomst på verftet, og mottatt svar på at testen var negative? Have you taken a Covid 19 test, after arriving at the yard, and received confirmation that the test was negative? Czy po przyjeździe do stoczni wykonałeś test na obecność wirusa Covid-19 i otrzymałeś odpowiedź, że wynik jest negatywny	☐ Ja / Yes / Tak ☐ Nei / No / Nie

Vennligst bekreft / Pleace confirm / Proszę potwierdź:

10	Transport i egen bil / transport by own car / transport w prywatnym samochodzie	☐ Ja / Yes / Tak ☐ Nei / No / Nie
11	Dersom jeg utvikler symptomer blir jeg på innkvarteringsstedet og varsler nærmeste leder / In case I develop symptoms, I do stay in my accomodation and contact my superior / jeżeli pojawią się u mnie objawy choroby, to pozostanę w miejscu zakwaterowania i poinformuję najbliższego przełożonego	☐ Ja / Yes / Tak ☐ Nei / No / Nie
12	Jeg aksepterer å ta covid-19 tester for å få adgang til verftet / I accept to ungdergo covid-19 tests to get access to the yard / wyrażam zgodę na wykonanie testu na obecność wirusa Covid-19, w celu uzyskania dostępu do stoczni	☐ Ja / Yes / Tak ☐ Nei / No / Nie

Name in CAPITAL LETTERS
Imię i nazwisko DRUKOWANYMI LITERAMI

Signature / Podpis

Scan QR-coden for Aker Solutions’ sin Corona-innstruks
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Kvaerner dotyczącą wirusa Korona

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The response at question 6, 7, 9, 11 and 12 at page 2 must be “yes” to get access to the yard.
In case of «no» at question 8 and 10 contact HSSE manager at the yard.

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