



FIELDWOOD ENERGY COVID-19 POLICY

UPDATED: March 19, 2020

At Fieldwood, we have always been proud of our industry-leading HSE program and our “**Safe + Sound**” culture. As you well know, **Safe + Sound** instills a safety-first approach to working and living that calls on all Fieldwood employees and contractors to be personally accountable for embracing, promoting and representing **Safe + Sound** principles of conduct on a daily basis.

With the World Health Organization now declaring the Coronavirus (COVID-19) outbreak a global pandemic, the importance of our collective vigilance in preventing the spread of infection and keeping our coworkers and families **Safe + Sound** has never been higher.

The company has activated a COVID-19 cross-functional Crisis Management Team which has broad authority to determine company policies, coordinate infection prevention measures, direct local Incident Management Teams and direct continuity of operations in full compliance with guidance provided by the U.S. Centers for Disease Control and Prevention (CDC), and other federal and state authorities. Fieldwood is taking prudent precautions to protect the health and well-being of our people. These measures include:

TRAVEL GUIDANCE

All domestic and international business travel is suspended until further notice and only senior officers may approve travel to support business operations and activities.

CDC Level 3 – Travel Health Notice

The CDC issued a Level 3 Travel Health Notice to the following countries as of the date of this policy: Austria, Belgium, China, Czech Republic, Denmark, England, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Iran, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malaysia, Malta, Monaco, Netherlands, Northern Ireland, Norway, Poland, Portugal, Republic of Ireland, San Marino, Scotland, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, Vatican City and Wales. All travel to and from countries with a Level 3 designation remains banned. The CDC also issued a Level 3 Travel Health Notice on cruise ship travel.

CDC Level 2 – Travel Advisory

All travel to and from countries with a Level 2 designation will be addressed on a case-by-case basis.



Additional travel restrictions or precautions may be advisable for people with respiratory illnesses or weakened immune systems, as they may be more susceptible to infections (coronavirus, common flu, etc.). Be mindful of your immuno-deficiencies and opt-out of any travel to minimize exposure until the current risks subside.

In addition to this policy, there may be other travel restrictions that have been put in place by our vendors, governments, or other authority, including enhanced travel screening in various locations. As a result, there may be additional prohibitions and/or some travel delays for health screenings, dependent upon the originating and destination country.

HEALTH AND SAFETY

Fieldwood is actively managing our resources and project teams to maintain workforce readiness and business continuity. This work includes implementing sanitization programs to prevent infection, conducting scenario planning and working to assure employees and contractors have 24/7 IT support function capabilities. This also includes the following:

- Conducting medical screenings at our heliport and vessel transport locations as well as on site evaluations as needed when employees and/or contractors show symptoms.
- Anyone experiencing cold or flu-like symptoms must notify their supervisor, stay home, contact your doctor immediately and inform him/her about your symptoms and any recent travel.
- Avoiding large internal meetings, conferences, and screening visitors at our locations.
- Applying the same self-isolation regulation to personnel who have been exposed to a person diagnosed or suspected to be diagnosed with COVID-19.

OFFSHORE PERSONNEL

All offshore personnel will continue to adhere to Fieldwood's current health and safety procedures, as well as specific COVID-19 policy set forth in Appendix I.

REPORTING REQUIREMENTS

- If you are diagnosed with COVID-19, you must report the diagnosis to the Fieldwood Human Resources Director, Angela Chaumont, at (337) 354-8094, and follow the instructions of your medical provider.
- If you have traveled to an area where COVID-19 is known to exist or is spreading, you **must** report that to your supervisor. In those instances, you may be required to self-isolate and work remotely for 14 days prior to reporting to any Fieldwood office or facility.
- Make sure your contact information is up to date with HR.
- Notify your supervisor if you have been or expect to be impacted by school closures or other issues related to child-care.



- If you have a company-issued laptop, bring your laptop and power cable home at the end of the day and test to be sure it is fully functional and you are able to access any necessary platforms or systems should it become necessary to work remotely.
- If you do not have a company-issued laptop, please notify your supervisor so that we can either provide you with information on how to work remotely from your home computer or assign a laptop from our inventory, as needed.

If you feel sick or suspect that you may have come in contact with someone who has recently traveled to an area impacted by the coronavirus, immediately self-isolate and work from home. Please follow guidelines for good hygiene, such as use of hand sanitizers upon entering the workplace and frequent hand washing with warm water and soap. Other best practices that can help prevent exposure and the spread of any disease, not just coronavirus, include avoiding use of other employees' phones, desks, tools, equipment, or workstations, and using disposable tissues when sneezing, coughing or blowing your nose.

Fieldwood will continue to keep you informed as the situation evolves and Fieldwood responds in the best interests of our employees, contractors and business. In the meantime, should you have any questions, please do not hesitate to contact your manager or Human Resources.

Remember, federal, state, and local government agencies are the best source of information in the event of an infectious disease outbreak, such as COVID-19. Staying informed about the latest developments and recommendations is critical, since specific guidance may change based upon evolving outbreak situations.

Additional Resources

For the most up-to-date information, visit the [COVID-19 Website](#)

For more information about COVID-19 in Louisiana: [Http://www.ldh.la.gov/coronavirus](http://www.ldh.la.gov/coronavirus)

For more information about COVID-19 in Texas: <https://www.dshs.state.tx.us/coronavirus/>

CDC guidance

[What You Need to Know About COVID-19](#)

[What to Do If You Are Sick with COVID-19](#)

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**APPENDIX I
TO THE FIELDWOOD ENERGY COVID-19 POLICY**

Quarantine Policy

Purpose

To help prevent further spread of infectious disease on Fieldwood offshore platforms, the following processes and procedures are in place in the event personnel need to be quarantined from other crew members.

Onboard measures

All Fieldwood employees and service providers should monitor their own health both before and during their scheduled offshore hitch. While onboard a Fieldwood platform, if a person exhibits flu-like symptoms and/or fever, cough and shortness of breath, they will be evaluated by the nearest offshore medic. In order to contact the medic, the individual should contact their supervisor or on-site management.

In addition to routine medical supplies, medications and equipment, medics will also be equipped with flu testing kits. If necessary, the medic will use the testing kits to determine the presence of the flu. Medics will consult as needed with the designated medical director to determine if further medical care is needed and/or if medication may be dispensed to the individual. If, upon further medical review, it is deemed necessary to send the individual to shore for further assessment by a physician, normal arrangements will be made through available modes of transportation (i.e. offshore crew boat or helicopters).

Isolation Procedures

In the event an individual cannot be immediately evacuated from the platform or they are refused transport, the following isolation procedures will be followed:

When possible, the individual will:

- Be confined to an isolation area/room equipped with suitable supplies for hand hygiene and handwashing facilities.
- If possible, given access to a private bathroom.
- Be monitored by the medic and treated accordingly as symptoms progress, dissipate or change.
- Provided meals, liquids, medications and/or other necessary items from only individuals using proper PPE.

If an isolation area is not available, the individual will:

- Maintain a safe distance, at least six feet of separation, and avoid contact with others.
- Use proper personal hygiene.
- Use proper sneezing and coughing procedures.
- Increase hand washing.
- If available, wear appropriate face mask or respirator.



Any individual that must be placed in isolation will be monitored and tracked by the field medics and appropriate medical directors. A log will be kept indicating the date, symptoms and any other relevant information that may be needed for the individual's ongoing care.

Individuals will only be quarantined for as long as medically necessary until proper evacuation can occur, and the individual should contact their primary care physician or utilize Teladoc ([Teladoc.com](https://www.teladoc.com) or 1-800-TELADOC) promptly upon their return to shore. The individual should contact their physician's office prior to their visit and let them know they may have contracted COVID-19, so that they can make appropriate preparations.

If the individual cannot be evacuated prior to the end of their regularly scheduled hitch, they will receive quarantine pay for the additional time they must remain at the Fieldwood facility.

Cleaning and disinfection of the facility

Every facility should use routine general cleaning and ensure that all areas are regularly cleaned to a satisfactory standard. In periods of increased outbreak or incidence of infection, surfaces and equipment should be both cleaned and disinfected at a minimum of twice daily or as needed. This will include things such as cleaning/disinfecting high touch areas such as handrails, door handles, telephones, shared keyboards, work areas, etc. If necessary, third party companies may be requested to aid in the cleaning, disinfection and sanitization of any of our facilities to include entire facility wipe down, duct work cleaning and any other actions deemed necessary.