



COVID-19 IMPACT NOTICE

MANAGEMENT OF ON-SIGNERS / OFF-SIGNERS GLOBAL PROJECTS

PURPOSE

This impact notice contains IAGC's recommended guidance on how on-signers and off-signers are managed from their point of origin to vessel embarkation, including their return to the point of origin. This notice is applicable to all projects globally.

MANAGEMENT OF ON-SIGNERS AND OFF-SIGNERS

Introduction

There are several factors that go into ensuring employees can be moved to and from their vessels safely. These include:

- Country of origin and viral outbreak status.
- Destination country issues and restrictions.
- The role of Company leadership.
- Movement of personnel to and from their point of origin.
- The significance of Company agents.
- How on-signers are to manage self-isolation and monitoring of temperature.
- How on-signers are monitored once reaching their vessel.
- How off-signers will monitor their temperature prior to disembarkation.

The following sections go into detail for each of the above bullet points.

Country of Origin and Viral Outbreak Status

Governments have taken different approaches towards restricting the spread of the virus. For example:

- Closing schools and universities.
- Restricting gathering of people.
- Restricting internal and external travel.
- Enacting curfew laws.
- Various quarantine measures and scenarios.

Personnel should regularly monitor official health authorities for the latest information.

Destination Country Virus Issues

The main issue in this section is being able to move personnel from their origin to their point of embarkation and back, especially if the destination country has restricted access by persons from certain countries.

The Role of Company Leadership

Circumstances can change quickly, and crew change plans may need to be modified to ensure that personnel can travel safely. The role of Company Leadership is to:

- Have knowledge of origin/ destination country restrictions and what this means with respect to:
 - o Normal rotation personnel – for example, can personnel move from one country to another?
 - o Alternative personnel from countries not subject to restrictions within the destination country.
- Identify alternative routes for personnel to take – for example, can personnel embark/disembark in a different port?
- Communicate with all interested parties (contractors, clients, etc) about the plans for movement of on-signers.
- Liaise with contractors, manning departments to ensure information is passed effectively.
- Develop procedures and process to ensure viral outbreaks are managed effectively both from a company and individual standpoint.

Movement of Personnel

During this viral outbreak, circumstances change quickly, and one solution may become unviable within a few hours. For that reason, it is imperative that when personnel movement is being planned, alternative solutions are discussed and agreed upon. Alternative solutions may include:

- Alternative personnel due to destination country restrictions.
- Alternative routes for personnel to reach the vessel.
- Movement of vessel to a country with lesser restrictions.
- Postponing of crew change to ensure the project can continue.

Significance of Company Agents

The local agent is key to ensuring that personnel are moved around safely. Some of the items the agent must consider during an outbreak include:

- Their personnel's safety and the required steps to reduce their potential exposure. This may include the use of masks and gloves.
- The cleanliness of the transport method used to move personnel from airport to hotel/vessel. Disinfecting the transport pre and post use is required. Also, the size of transport to be used is reasonable to ensure that "social distancing" measures can be applied. For

example, using a 40-seat coach to move 20 people is more acceptable than a 20-seat minibus to move the same 20 people.

- Hotels used for personnel.
 - Have there been any cases reported at that location?
 - Are they cleaning the common areas on a regular basis?
 - Will they accept and support vessel personnel that need to be quarantined?

Self-Monitoring and Isolation – On-signers

IAGC recommends that all on-signers carry out daily temperature checks (14 days prior to arrival on the vessel), logging their travel and contact history and applying good judgement on social distancing. To enhance this, IAGC is recommending additional controls to be put in place. The additional controls are:

- On-signers to start self-isolating 7 days before leaving their place of residence. Self-isolation does not mean that the individual stays in their home 24/7, but that they should use good judgement and implement mitigation measures to avoid contracting the virus.

Examples of good judgement would include:

- Only go to places where few people congregate.
- Grocery shopping for key essentials.
- Practicing good hygiene (washing hands, using sanitizer, coughing in elbow, etc).

Examples of poor judgement are:

- Going to pubs and clubs.
 - Attending Sporting events.
 - Frequenting places where more than 10 people are congregating.
- On arrival in the country where the on-signer will board the vessel they will start a second, 7-day period of self-isolation in a hotel provided by the Company. As with the self-isolation at home good judgement would be applied to ensure they do not catch the virus during the second isolation period.

In-country Isolation Period

IAGC acknowledges that this cannot always be achieved by personnel due to their visas. If this is an issue, then the two isolation periods should be adjusted accordingly. This could mean, for example, that individual's home isolation period would be 11 days and the in-country period would be 3 days.

However, this would only apply for personnel who cannot meet the 7 days in-country requirement.

In-country Isolation – Extended Period

During this period, as local/ national authorities and transport organizations are up dating/ tightening their requirements on the movement of personnel it is becoming more likely that the in-country isolation periods will increase to 14 days. Company project leadership will monitor this and in-conjunction with their sub-contractors they will make adjustments.

Personal Effects

As Companies works to reduce the potential risk to project personnel by providing guidance on social distancing requirements, personal hygiene and self-isolation there is a need for individuals to do their part. Prior to going to the vessel, they are too; disinfect as much as possible: bags (backpacks, suitcases, etc.) and electronic equipment (phones, computers, iPad, etc.). They should also launder their clothes and place them back in disinfected bags. By doing these simple things it helps reduce the potential for a virus to get onboard

Monitoring of On-signer Personnel

The Company on-signer plan is to ensure that the possibility of infection is reduced as low as possible. This is being accomplished by having on-signers:

- Self-isolating prior to embarking the vessel (7 days at home and 7 days in the country where they will board the vessel).
- Carryout daily temperature checks for 14 days prior to embarkation of the vessel.
- Log their travel and contact history.
- Report any symptoms prior to leaving their point of origin.

Once on the vessel on-signers will:

- Have their temperature check twice daily for the first 14 days.

If there is a potential case of the virus onboard a vessel then the local vessel procedure will be implemented. The procedure should address the following as a minimum:

- Reporting to Company, Vessel Owner, and Local Authorities.
- Management of the patient including:
 - o Isolation
 - o Provision of meals
 - o Testing
 - o Treatment
 - o Evacuation

Disembarkation of Personnel

Countries are starting to require pre- disembarkation checks of personnel leaving vessels. To ensure that personnel can disembark their vessels, the following shall be carried out:

- Project leadership will identify if there are local requirements that need to be met by personnel disembarking vessels:
- If there are requirements, then they are to be applied. To date, the main requirement that has been identified so far is that some countries require a 14-day temperature check regime, thus IAGC recommends that staff continuously take their temperature whilst onboard the vessel.

