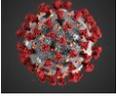


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1. Revision Log:

The company is monitoring the situation continuously through proper channels and will follow up with information as the situation changes. The company main source for information regarding the virus update is:



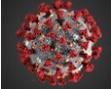
and



We encourage **employees** to regularly check the web sites above regarding questions about the virus. **Vessels** need to monitor **local restrictions/requirements (port and local health authorities etc.)** But the below is a general information of how Østensjø Rederi handles the situation.

2. Measures implemented by Østensjø Rederi

- 2.1 Updated routines onboard and in the office with hygiene measures to prevent spread of virus.
- 2.2 Pre-visiting online screening of all crewmembers and other personnel visiting our vessels or offices. **Link to Pre-visiting screening form:** <https://www.proprofs.com/survey/t/?title=1cfmk>
- 2.3 Information to all other companies supplying crew, and clients/contractors onboard our vessels to implement similar screening.
- 2.4 Reviewed and confirmed that internal procedures are adequate to :
 - 2.4.1 prevent COVID-19 outbreak on board/office.
 - 2.4.2 If COVID-19 outbreak onboard/office
- 2.5 Measures have been implemented for office personnel as part of our Business Continuity plan regarding working from home if quarantined.
- 2.6 New specific *Actions/best practice* implemented for vessel to prevent infection spread onboard. Revision 4 sent to all vessels.
- 2.7 A form *Statement of employment for essential personnel* introduced for employees travelling..
- 2.8 Extension of crew certificates etc. See link for latest update:
 - [UK flag vessels](#)
 - [NOK flag vessels](#)
- 2.9 Updated procedure Disease onboard # 0054 reg cabin cleaning after isolation.
- 2.10 We encourage vessel to have regular COVID-19 information meetings onboard.
- 2.11 To identify that on-signers are ready, plan crew changes early.
- 2.12 New risk assessments created regarding isolation, and crew change.
See *circular letter # 2020/032* on board.
- 2.13 New risk assessments created regarding HVAC (Ventilation and Air Conditioning) See *circular letter # 2020/033* on board.
- 2.14 Encourage vessels to stock up facial masks and antibacterial hand sanitizer to supply to crewmembers when required in travel situations. Product requirements/supplier details sent to vessels. See also [guidance](#) regarding usage of masks
- 2.15 Quarantine assessment created onboard all vessels to make sure vessel are suitable as quarantine facility.
- 2.16 all employees shall follow the local restrictions in your country of residence while on leave.
 - [UK Travel Advice](#)
 - [NORWAY Travel Advice](#)

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- 2.17 we are evaluating all business travel/meetings case by case but have restrictions for travelling to areas in link above. Office employees should consult with department manager and make use of teleconferences as far as possible.
- 2.18 In line with the authority's guidance the HQ in Haugesund has now opened, but with strict hygiene routines and social distancing.
- 2.19 all crewmembers should be able to cross borders during crew changes and be exempt from the specific travelling quarantine regulations. This is due to their critical society function within transport, and within energy segment (electricity production/oil and gas). See also 2.7 above.
- 2.20 As of Friday the 10th July it is compulsory to wear face mask/covering at all airports and heliports in the UK. It is also compulsory to wear face mask/covering on public transport, Taxi, and private hire cars.
- o <https://www.stepchangeinsafety.net/media-centre/news/face-coverings-in-heliport-and-airports-from-10th-july-2020/>
- 2.1 Company have established testing regime for on signing crew arriving from countries with high infection rate. In addition to advice regarding facemask while travelling.
- 2.2 shore leave outside the port ISPS area is restricted.
- 2.3 if personnel onboard experience symptoms of Corona infection they should be isolated as to procedure # 0054.
- 2.4 link for assistance in identifying and follow up of crew with symptoms onboard:
<https://helsebergen.youwell.no/public/1c04449c-efd4-4e54-e322-08d7ca7f5a17/module/1/task/0>
- 2.5 if personnel scheduled to sign off the vessel are experiencing symptoms of infection or have been in close contact with personnel confirmed infected, or have experienced symptoms, extra measures may come into effect. This will be handled case by case. Contact office for guidance.

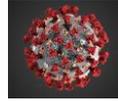
COVID-19 Vessel Actions/Best Practices

#	Description	Company requirement	Vessel management to decide
1	NO mobile devices in messroom during mealtimes or high occupancy.	X	
2	All personnel are to clean hands on entry and exit to Gym / Sauna / Messroom / Offices.	x	
3	If using own mobile device (i.e. phone) in the Gym – action to clean mobile device before and after use.	x	
4	Extra cleaning of public area handrails / door handles shall be done.	x	
5	Social distances to be introduced (refer to vessels' Flag State guidance).		x
6	All personnel are to thoroughly wash their hands as much as possible throughout the day especially after work, before socialising and/or eating etc.	x	
7	Advise all personnel to reduce the amount of personal touching of face, eyes, nose etc.	x	
8	Poster regarding good Hygiene measures is to be posted onboard. See Circular letter # 2020/008	x	
9	Extra wastepaper / tissue bins should be located around public areas.		x
10	Ensure ALL personnel sanitise hands on entering the messroom and accessing buffet/ food area.	x	

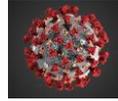


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11	Catering personnel to serve personnel instead of all personnel using the catering tools.		X
12	Catering personnel to deliver cutlery to personnel instead of all personnel reaching in the same bin/tray.		X
13	Where available the use single occupancy cabins.		X
14	Keep any face to face meeting activity onboard to an absolute minimum.		X
15	To maintain distance between personnel, reduce the amount of visiting personnel in reception area onboard (if any) to a maximum of three person at any given time.	X	
16	Ensure that if you wish to refill either your drink and or second serving of food a clean set of cutlery, glass, cup, plate and bowl etc is used, at all times.		X
17	To limit the spread of infection during marine crew changes , all crew should: <ul style="list-style-type: none"> • carry out handover using phone/e-mail etc. • stay away from common areas onboard. only use messroom during meals and separate on and off signers.		X
18	A Generic Quarantine risk assessment has been created, see # Office 2020-0009 in UniSea Risk, all vessels shall copy and adjust to suit their own vessel.	X	
19	Shore leave outside the port ISPS area is to be restricted at this time. Shore-leave, in exceptional circumstances may be permitted (i.e. to attend a medical appointment or if it is an arranged and an approved trip by vessel management, must be authorized by the vessel Master and Offshore Manager (if onboard)). If the port has more stringent regulations, these controls shall be adhered to.	X	
20	One Pre-visiting screening of all marine crew and other personnel visiting our vessels or offices. Link to Pre-visiting screening form: https://www.proprofs.com/survey/t/?title=1cfmk	X	
21	A Statement of Employment for Essential Personnel form has been introduced. The form is issued by the HR department for marine crew crossing borders and through areas where extraordinary measures have been implemented to secure a smooth travel. To be completed for both on and off signers. Master is to complete the form for off signers, crew coordinator creates the form for on signers.	X	
22	Vessel is to conduct regular COVID-19 information meetings with all crew/personnel on board. At least once every trip.	X	
23	Online form that needs to be completed by all personnel arriving in UK only: https://www.gov.uk/provide-journey-contact-details-before-travel-uk	X	
24	Only essential visitors are to be allowed onboard following point 20.	X	



25	<p>All on signing crew from a country with a high infection rate shall be in a quarantine situation onboard for the first 10 days. This means keeping a 2-meter distance from others during the individuals' "OFF DUTY" period onboard. <u>This is required by Norwegian legislation.</u></p> <p>In addition, the following has been implemented by the Company:</p>	x	
a	<p>A negative PCR test shall be confirmed before embarking the vessel.</p> <p>Testing Options:</p> <ol style="list-style-type: none"> 1. Testing in home country maximum 5 days before the day of the crew change. 2. If no option in home country, contact your crew coordinator, one of the following options will be arranged. <ol style="list-style-type: none"> 1. Testing by private company in home country. 2. Testing upon arrival destination country by public option or private. 3. Make sure the crew coordinator receives a test receipt in case it needs to be followed up. 4. If a client testing regime is implemented onboard that reflects the above requirements, it shall be adhered to. 5. Encourage all crew to utilize test facility at airports where available. <p><i>In the event that test results not received and the crew member is deemed critical to ongoing operations and cannot self-isolate in cabin, a Management Of Change shall be performed. The crew member is to wear face mask throughout work shift, maintain 2-meter social distance and have meals separately from rest of crew until test results are received.</i></p>	x	
b	wear a face mask at all times from leaving home to arriving the ship. See guide regarding face masks.	x	
c	keep 2-meter distance also when "ON DUTY" onboard or wear a face mask.		x
d	<p>If sharing cabin:</p> <ul style="list-style-type: none"> - Important that cabins are cleaned (at most appropriate time) in working hours. - under no circumstances shall these individuals work on the same shift. 	x	
e	Catering assistants to wear face mask when cleaning cabins		x
f	Personnel involved in food preparation to wear face mask		x
26	Catering assistants to wear face mask when cleaning cabins were personnel are in a quarantine situation (ref no 25) for their own protection.	x	