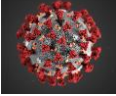
	Østensjø Rederi COVID-19 update			
			Rev. no.: 18 Rev. date: 19.11.2020	

1. Revision Log:




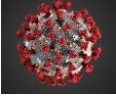
The company is monitoring the situation continuously through appropriate channels and will update information as the situation changes. The company main sources for information regarding the virus are:




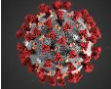
We encourage all **employees** to regularly check the web sites above regarding questions about the virus. **Vessels** need to monitor **local/national restrictions/requirements (port and local health authorities etc.)** But the below is general information of how Østensjø Rederi currently handles the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

2. Measures implemented by Østensjø Rederi

- 2.1 Updated routines onboard and in all offices with hygiene measures to prevent the spread of the 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 Vessel *Actions/best practice* implemented for all vessels to prevent infection spread onboard.
- 2.7 A form *Statement of Employment for essential personnel* introduced for marine 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 Event Onboard # 0054 regarding cabin cleaning after isolation.
- 2.10 We encourage vessels 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.

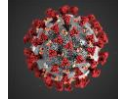
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- 2.16 all employees shall follow the local restrictions in their country of residence while on leave.
- [UK Travel Advice](#)
 - [NORWAY Travel Advice](#)
- 2.17 we are evaluating all business travel/meetings case by case but have restrictions for travelling to areas in above link. 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 segments (electricity production/oil and gas). See also 2.7 above.
- 2.20 As of Friday the 10th July it was compulsory to wear face mask/covering at all airports and heliports, on public transport, taxi's, and private hire cars.
- <https://www.stepchangeinsafety.net/media-centre/news/face-coverings-in-heliport-and-airports-from-10th-july-2020/>
- 2.21 Company established testing regime for on signing crew arriving from countries with high infection rate. In addition, advice regarding wearing of facemasks while travelling in all settings plane, car bus, train etc.
- 2.22 shore leave outside the port ISPS area is restricted.
- 2.23 if personnel onboard experience symptoms of COVID-19 infection they shall be isolated in line with procedure # 0054.
- 2.24 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>
- 2.25 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 head office for guidance.

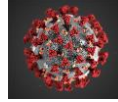
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COVID-19 Vessel Actions/Best Practices

#	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 distancing and or work group “bubbles” (where practicable) 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	
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. See also No 27 b)		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: a) carry out handover using phone/e-mail etc. b) stay away from common areas onboard. c) 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, and 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	The Pre-visiting screening of all marine crew and other personnel visiting our vessels or offices shall be completed 5 days , and 1 day before visiting/crew change date.. <i>Link to Pre-visiting screening form:</i> 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. This is 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	COVID-19 Testing 25.1 Personnel crossing a country border: <ul style="list-style-type: none"> a) Need a Negative COVID19 test prior to departure from resident country. b) Need a Negative COVID-19 test in the arrival country prior to embarking the vessel. c) For vessels in Norwegian ports there is an additional requirement of a second COVID-19 test at the earliest 3 days after arrival, but only if its planned that the vessel will stay in port for more than 3 days after the person arrived Norway, and if the vessel will stay at sea for less than 10 days before once again calling at a Norwegian port. 25.2 Personnel embarking the vessel without crossing country border , also need a confirmed negative COVID-19 test prior to embarkment. 25.3 All personnel embarking the vessel but not spending time in the accommodation (short visits, i.e. service personnel, and visitors) may not need a test but need to wear a facemask if they cannot keep social distance of 2 m. Specific Charterers requirements may apply in addition to all the above. Master must ensure that those requirements are adhered to.	X	



26	All personnel crossing a country border before embarking the vessel shall (in addition to testing in # 25) be in travel quarantine onboard during “off duty” (leisure time) the first 10 days onboard. This means: a) Stay in a single cabin. b) As far as practicable possible stay in the cabin c) As far as practicable possible keep 2 m distance, less than 15 minutes, or wear a facemask d) Catering assistants to wear face mask when cleaning cabins e) Personnel involved in food preparation to wear face mask	x	
27	All crew shall at all times from leaving home to arriving at the ship adhere to the following: 1) Wear a face mask/covering. 2) Ensure hands are cleaned at regular intervals during journey. 3) Maintain social distancing. 4) Limit close/timely conversations (within 2m > 15 mins) with fellow on-signers. See guide regarding face masks.	x	
28	Catering assistants to wear face masks when cleaning cabins also were personnel are in a travel quarantine situation (ref no 26) for their own protection.	x	
29	Vessels operating in land and the territorial waters adjacent to Scotland shall be required to wear a face mask when moving around in accommodation. See . https://www.legislation.gov.uk/ssi/2020/325/regulation/2/made_	X	