

## 1. Revision Log:

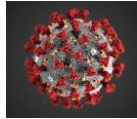


The company is monitoring the situation continuously through appropriate channels and will update information as the situation changes.

We encourage all employees to also regularly check local regulations in the area of location. **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.

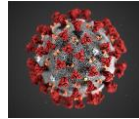
## 2. Measures implemented by Østensjø Rederi

- 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 Extension of crew certificates etc. See link for latest update:
  - o [UK flag vessels](#)
  - o [NOK flag vessels](#)
- 2.7 Updated procedure - Disease Event Onboard # 0054 regarding cabin cleaning after isolation.
- 2.8 We encourage vessels to have regular COVID-19 information meetings onboard.
- 2.9 To identify that on-signers are ready, plan crew changes early.
- 2.10 New risk assessments created regarding isolation, and crew change.  
See *circular letter #2020/032* on board.
- 2.11 New risk assessments created regarding HVAC (Ventilation and Air Conditioning)  
See *circular letter # 2020/033* on board.
- 2.12 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.
- 2.13 Quarantine Risk assessment created onboard all vessels to make sure vessel are suitable as quarantine facility.
- 2.14 all employees shall follow the local restrictions in their country of residence while on leave.
  - [UK Travel Advice](#)
  - [NORWAY Travel Advice](#)
- 2.15 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.

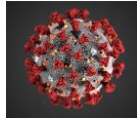


## COVID-19 Vessel Actions/Best Practices

#	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 <b>crew changes</b> , 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	



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 . <a href="https://www.legislation.gov.uk/ssi/2020/325/regulation/2/made_">https://www.legislation.gov.uk/ssi/2020/325/regulation/2/made_</a>	X	
22	Vessel is to conduct regular COVID-19 information meetings with all crew/personnel on board. At least once every trip.	x	
24	Only essential visitors are to be allowed onboard following point 20.	x	
25	<p><b><u>COVID-19 TESTING</u></b></p> <p><b>25.1 Personnel crossing a country border:</b></p> <ul style="list-style-type: none"> <li>a) Need a Negative COVID19 test prior to departure from resident country.</li> <li>b) Need a Negative COVID-19 test in the arrival country prior to embarking the vessel. If arriving Norway from UK, South Africa, Ireland, Holland, Austria, Portugal or Brazil this test have to be a PCR test.</li> <li>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.</li> </ul> <p><b>25.2 Personnel embarking the vessel <b>without crossing country border</b>, also need a confirmed negative COVID-19 test prior to embarkment.</b></p> <p><b>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.</b></p> <p><b>Specific Charterers requirements may apply in addition to all the above. Master must ensure that those requirements are adhered to.</b></p>	x	
26	<p><b><u>TRAVEL QUARANTINE</u></b></p> <p>All personnel <b>crossing a country border</b> before embarking the vessel shall (in addition to testing in # 25) be in <b>travel quarantine onboard during “off duty” (leisure time)</b> the first 10 days onboard. This means:</p> <ul style="list-style-type: none"> <li>a) Stay in a single cabin</li> <li>b) As far as practicable possible stay in the cabin</li> <li>c) As far as practicable possible keep 2 m distance, less than 15 minutes, or wear a facemask</li> <li>d) Catering assistants to wear face mask when cleaning cabins</li> </ul>	x	



e) Personnel involved in food preparation to wear face mask

27

**TRAVELLING TO/FROM VESSEL**

- 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.](#)



- **Before arriving Norway** a registration form needs to be completed. See link and QR code below : [Registration form](#)

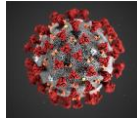


- **Before arriving UK**, a form needs to be completed by all personnel: See link, and QR code below: <https://www.gov.uk/provide-journey-contact-details-before-travel-uk>



- All crew crossing country borders should have a **Statement of Employment for Essential Personnel** 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



- **All personnel and visitors to vessel and office** should complete The Pre-visiting screening form **5 days**, and **1 day** before visiting/crew change date.  
See link and QR code below: <https://www.proprofs.com/survey/t/?title=1cfmk>



## **SUSPICION OF INFECTION /OUTBREAK ONBOARD**

If personnel onboard experience symptoms for Covid-19:

*Fever or chills, Cough, Shortness of breath or difficulty breathing. Fatigue. Muscle or body aches. Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting or Diarrhea.*

- Stay in cabin
- Alert Master/Management onboard
- Master/Management onboard to use Radio Medico tool for assessment.

See link and QR code below: [Assessment tool](#)



- If still in doubt, Contact Radio Medico and follow their advice:
  - **Radio Medico Norway:**
    - Inmarsat: 32 trough Eik earth station,
    - Telephone: +47 51683601
    - E-Mail: [advice@radiomedico.no](mailto:advice@radiomedico.no)
  - In addition to details in Company procedure mentioned below..
- If COVID-19 outbreak identified follow the [Disease events onboard procedure # 0054.](#)