

<b>Title</b>	<b>Doc no.:</b> HS-99008-W01-000-EN <b>Rev.:</b> 02 <b>Date:</b> 16-March-2020 <b>Page:</b> 1 of 6
<b>COVID-19 Management</b>	

<b>Business Process:</b>	HSSE	
<b>Sub-Business Process:</b>	HSSE Plan	
<b>Work Process:</b>	Emergency Preparedness and Response	
<b>Prepared by:</b>	Simon Grapes	
<b>Checked by:</b>	Tove Røskift	
<b>Owned and approved by:</b>	Craig Wiggins	<i>Business Process Manager</i>

Revision Description	
02	Changes to company travel policy incorporated. New appendix included.

Purpose
The purpose of this document is to give employees and leaders an overview of Aker Solutions' response and provide instructions for situations and activities that are affected by the COVID-19 situation.

Validity		
Global	Delivery Center / Delivery Segment / Function	Location(s)
Yes	All	All

## Child

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# 1 COVID-19 management

The COVID-19 virus is spreading throughout the world and has the potential to cause significant business impact. The objective of this document is to communicate Aker Solutions' response to this situation. The document shall describe the measures employees are expected to take to minimize the risk of contraction, outline expectations to country managers and convey important information to the organization. The content of this document is applicable to all Aker Solutions employees. Project personnel shall, where instructed through the correct contractual mechanisms, adhere to Client requirements where these are more stringent than those of Aker Solutions.

## 1.1 Hygiene

All employees must exercise good hand hygiene and coughing habits in accordance with information from the [Centers for Disease Control Prevention](#). Antibacterial handwash and similar products have been distributed at all worksites and everyone must make certain to maintain good hand hygiene even when one is away from the place of work. More frequent cleaning and alcohol cleaning have been ordered for potential infection points such as door handles and coffee stations. In the event of a confirmed COVID-19 case, it may be necessary to close parts of the location for disinfection. Avoid close contact with others and employees are encouraged to refrain from shaking hands or hugging.

## 1.2 Suspected contagion and confirmed infection

Aker Solutions is obliged to adhere to the national requirements and guidelines in the country of operation. Employees are encouraged to monitor national health authorities' web-pages for updates, and Country Managers have a particular responsibility in ensuring the organization in-country is informed and adhering to requirements. Requirements related to close-contact of confirmed and suspected cases are operational in most countries and must be respected. National travel restrictions and quarantine rules are in operation in many countries, in addition to the general ban on international travel imposed by Aker Solutions.

Irrespective of national rules, one principle applies to all Aker Solutions' employees:

- Anyone who is confirmed infected with COVID-19, shall refrain from seeking access to any Aker Solutions location

At this time, employees are also instructed to refrain from entering worksites with symptoms of the common cold, such as fever, sneezing, cough etc.

### 1.2.1 Notification of cases

All employees are requested to take note of the following:

If a "Possible Case" is identified, this must be notified to your line manager. All line managers are required to notify at least one of the following persons, either through line management, the HSSE function or directly:

- Ola Rønsen - Chief Medical Officer
- Craig Wiggins - SVP HSSE
- Simon Grapes - Chief Security Officer
- Tove Røskjær - Head of Communications

Definition of a "Possible Case":

Patients with acute respiratory infection with at least one of the following symptoms: cough, shortness of breath or fever and who, during the last 14 days prior to onset of symptoms, met at least one of the following criteria:

- have been in an area with ongoing transmission
- have been in close contact (see below) with a confirmed case of coronavirus infection (SARS-CoV-2)
- have nursed / treated a patient, handled sample material or had similar close contact with a person with confirmed coronavirus infection (SARS-CoV-2)

"Close contacts" are people, who during the last 14 days:

- have lived in the same household as a person with confirmed COVID-19 disease
- have been in direct physical contact (e.g. shaken hands) with someone with confirmed COVID-19 disease
- have been in direct contact with saliva (e.g. been coughed upon) from someone with confirmed COVID-19 disease
- have been in direct physical contact with, or been near (closer than 2 meters), face to face with a person with confirmed COVID-19 disease for more than 15 minutes
- have been in an enclosed space (e.g. a classroom, meeting room, waiting room etc.) with a person with confirmed COVID-19 disease for more than 15 minutes and closer than 2 meters
- have nursed / treated a patient, handled sample material from, or otherwise had close physical contact with a person with confirmed COVID-19 disease, without having used the recommended protective equipment
- have sat near (within two seat rows in all directions) a person with confirmed COVID-19 disease on a plane, or near other close contacts on a plane
- have been in the same travel group as a person with confirmed COVID-19 disease.

The principles of data privacy remain in place throughout contingency planning and actions regarding Coronavirus. The Company has obtained legal advice on what type of sensitive information management can obtain, store and communicate in order to prevent and manage the spread of COVID-19 in work settings. The company will continue to maintain professional standards in the sharing of information and will especially treat sensitive data with the additional measures it requires. As such, names, employee numbers or any other personal information must not be used in the notification of cases.

National health authorities must be consulted, in line with the national guidelines. Aker Solutions has developed guidelines for how to handle suspected & confirmed cases- these are found in HS-99008-W01-A01-EN.

### 1.3 Home office

All employees who are issued with a laptop computer shall prepare for a situation where their place of work might be quarantined or where the company encourages employees to increase the use of remote working. This entails bringing the laptop home after working hours. Remember to also bring a power source and other equipment required to perform your work (speaker & other hardware). Ensure your password is updated for a sufficient period of time. IT has released guidelines on how to work from home. Employees are encouraged to test their remote connection and seek assistance from IT helpdesk or C-BOT if they encounter any problems.

In the event where national authorities enforce remote working, or Aker Solutions encourages the same, Country Managers should evaluate the options available to them to ensure business goals are delivered. This includes use of flexible hours beyond the 9-15 rule, rotation of work shifts (e.g. half the team work from the

office and half work from home) and spreading employees over a wider physical area, should the location be equipped to do so.

Personnel in risk groups should take particular precautions. Information to risk groups is found in HS-99008-W01-A02-EN.

## 1.4 Travel

The following principles apply to business travel in Aker Solutions.

### 1.4.1 BAN ON INTERNATIONAL TRAVEL

As of Monday the 16<sup>th</sup> of March, Aker Solutions has introduced a worldwide travel ban on international travel. The travel ban will be in effect until further notice. There are some exceptions to this general ban. All exceptions must be signed off by the COC or the CEO. Reference is made to HS-99008-W01-A03-EN for an overview of exceptions and how to apply.

### 1.4.2 Private travel

There is a clear expectancy that employees do not book private travels to destinations with a high risk of contagion. Employees who book private travel to areas with a continuous spread of infection at the time of booking may be quarantined upon return to their home country. In such a situation, the employee stands the risk of bearing all expenses related to quarantine.

### 1.4.3 Do not travel with illness

Do not travel if you are sick, or are showing flu-like symptoms, even domestically. Even if you are not infected with the COVID-19 virus, you are at risk of being quarantined at either your destination- or departure country.

## 1.5 Meetings, conferences and gatherings

Consideration related to limiting the spread of disease and maintaining primary business activities must take precedence over other business objectives at this time. As a precautionary measure, all participation in conferences is temporarily suspended. Internally organized gatherings, e.g. large workshops and town halls, should be re-evaluated and continued for business-critical activities only.

## 1.6 Visitors to our locations

All visitors to any Aker Solutions worksite must comply with the established rules for the specific worksite. This may include temperature screening, check-questions on travel history and/or symptoms of illness, close contact with confirmed cases, etc. Clients, 3<sup>rd</sup> party personnel, visitors, suppliers, service personnel and externals shall all be subject to the same requirements.

## 1.7 Expectations to line managers and Country Managers

All line managers are expected to plan for a situation in which employees are absent from work for a period of time, either due to illness or quarantine. Employees in quarantine who show no symptoms are expected to work from home, where possible. Line managers must ensure employees prepare themselves accordingly, i.e. bring laptop home from work and test their connection capability.

Country Managers have a particular responsibility in informing their organization in-country of the applicable national regulations with regards to COVID-19. Business continuity considerations must be taken, updated regularly and communicated in line with the instructions from the Corporate Emergency Response Team. All Country Managers must identify and empower a deputy.

# Guideline on handling a possible case of COVID-19

Fornebu, March 11, 2020

Ola Rønsen, Chief Medical Officer  
Global Health, Aker Solutions



HS-99008-W01-A01-EN  
Rev. 00



# What to do if you suspect a COVID-19 case at onshore site

Remember that it is the national/local health authorities that are in charge of identifying, tracing and managing all possible cases of new Coronavirus.

Your role as a manager is to assist the employee (suspected case) and your team as well as the health authorities in this process.

Here are guidelines on how you should proceed, but make adjustments where needed to comply with national or client regulations

- 1) Always verify the factual information about a possible case if this comes from a 3<sup>rd</sup> party
- 2) Use the criteria in slide 3 to establish if this is a possible/suspected case or not. (A confirmed case is one that has tested positive).
- 3) Call the employee and ask for travel history, presence at work site (time and place) and close contacts among co-workers
- 4) Treat all information as confidential and comply to relevant privacy laws in your communication
- 5) If criteria for possible/suspected or a confirmed case apply, the person should be quarantined for 14 days
- 6) Refer the person to the local health authority if he/she has not been in contact with them
- 7) If this is a suspected case, let the local health authorities decide if/when testing should take place
- 8) Map up close contacts at work using the criteria in slide 4.
- 9) Inform employees that have had close contacts with suspected or confirmed case, but do not use his/her name unless permission to do so is obtained.
- 10) If this is a confirmed case, all close contacts at work should be quarantined and affected office space cleaned after advice from the local health authorities
- 11) If this is a suspected case, the close contacts shall come to work as normal and no office cleaning is needed
- 12) Report the case to country ERT/manager (without name)
- 13) Consult your local/project HSSE if you have any questions. HSSE manager will consult with Company Chief Medical Officer when needed.



# Definition of a possible/suspected case

- Patients with acute respiratory infection with at least one of the following symptoms: cough, shortness of breath or fever and who, during the last 14 days prior to onset of symptoms, met at least one of the following criteria:
  - have been in an area with widespread transmission of COVID-19: areas with ongoing transmission
  - have been in close contact (see next slide) with a confirmed case of COVID-19 disease

<https://www.fhi.no/en/op/novel-coronavirus-facts-advice/advice-to-health-personnel/definitions-of-probable-and-confirmed-cases-of-coronavirus-covid-19-and-con/>

# Definition of close contacts (high risk exposure)

A distinction is made between "close contacts" who have been exposed to infection and "low risk contacts" who only may have been exposed.

"Close contacts" are people, who during the last 14 days:

- have lived in the same household as a person with confirmed COVID-19 disease
- have been in direct physical contact (e.g. shaken hands) with someone with confirmed COVID-19 disease
- have been in direct contact with saliva (e.g. been coughed upon) from someone with confirmed COVID-19 disease
- have been in close contact with, or been near (closer than 2 meters), face to face with a person with confirmed COVID-19 disease for more than 15 minutes
- have been in an enclosed space (e.g. a classroom, meeting room, waiting room etc.) with a person with confirmed COVID-19 disease for more than 15 minutes and closer than 2 meters
- have nursed / treated a patient, handled sample material from, or otherwise had close physical contact with a person with confirmed COVID-19 disease, without having used the recommended protective equipment
- have sat near (within two seat rows in all directions) a person with confirmed COVID-19 disease on a plane, or near other close contacts on a plane
- have been in the same travel group as a person with confirmed COVID-19 disease.

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<b>Title</b>	<b>Doc no.:</b> HS-99008-W01-A02-EN <b>Rev.:</b> 00 <b>Date:</b> 16-March-2020 <b>Page:</b> 1 of 2
<b>Information to Risk Groups</b>	

<b>Business Process:</b>	HSSE	
<b>Sub-Business Process:</b>	HSSE PLAN	
<b>Work Process:</b>	Emergency Preparedness and Response	
<b>Prepared by:</b>	Simon Grapes	
<b>Checked by:</b>	Tove Røskift	
<b>Owned and approved by:</b>	Craig Wiggins	<i>Business Process Manager</i>

Revision Description	
00	First issue

Purpose
The purpose of this document is to provide guidance on who may be considered high risk groups to the COVID-19 virus and preventive measures to avoid contracting the virus.

Validity		
Global	Delivery Center / Delivery Segment / Function	Location(s)
Yes	All	All

**Parent**

HS-99008-W01-000-EN: COVID-19 Management

Work Instruction

**Child**

N/A

**Information to risk groups COVID 19**

Most people who are infected will probably have self-limiting respiratory symptoms while some may experience a more severe disease, for example pneumonia.

Based on information from China, it appears that the following groups have a higher risk of serious illness from COVID-19:

- People over 65 years of age
- People with underlying chronic diseases such as cardiovascular disease, diabetes, chronic obstructive pulmonary disease (COPD), cancer and high blood pressure (hypertension). People who smoke also have a possible higher risk of serious illness from COVID-19-infection.

**Preventive measures**

Preventive measures for this coronavirus are similar for other infectious diseases.

- Persons belonging to the risk groups **should avoid public travel as the spread of infection will increase** in the time to come. This also applies to attending major events because there are arenas with many unknowns. (Discuss measures tailored to your situation with your employer).
- Avoid close contact with people who are sick
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, or having been in a public place.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, handshaking with people, etc. Use a tissue or your sleeve to cover your hand or finger if you must touch something.
- Wash your hands after touching surfaces in public places.
- Avoid touching your face, nose, eyes, etc.
- Clean and disinfect your home to remove germs: practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks & cell phones)
- Avoid crowds and keep a distance of at least 1 m to people if possible, especially in poorly ventilated spaces. Your risk of exposure to respiratory viruses like COVID-19 may increase in crowded, closed-in settings with little air circulation if there are people in the crowd who are sick

The Norwegian Institute of Public Health recommends that people in risk groups should take the influenza vaccine every year and the pneumococcal vaccine (against a bacterium that can cause pneumonia) every 10th year. These recommendations apply regardless of the coronavirus situation, but people in risk groups are asked to ensure that they are updated with these vaccinations. These vaccines do not prevent coronavirus infection.

Updated information from Folkehelseinstituttet is found here:

<https://www.fhi.no/en/op/novel-coronavirus-facts-advice/facts-and-general-advice/risk-groups---advice-and-information/>

<b>Title</b>	<b>Doc no.:</b> HS-99008-W01-A03-EN <b>Rev.:</b> 01 <b>Date:</b> 16-March-2020 <b>Page:</b> 1 of 2
<b>International Travel Restrictions</b>	

<b>Business Process:</b>	HSSE	
<b>Sub-Business Process:</b>	HSSE PLAN	
<b>Work Process:</b>	Emergency Preparedness and Response	
<b>Prepared by:</b>	Simon Grapes	
<b>Checked by:</b>	Tove Røskift	
<b>Owned and approved by:</b>	Craig Wiggins	<i>Business Process Manager</i>

Revision Description	
00	First issue

Purpose
The purpose of this document is to provide an overview of the new restrictions on international travel and describe how to seek a deviation.

Validity		
Global	Delivery Center / Delivery Segment / Function	Location(s)
Yes	All	All

**Parent**

HS-99008-W01-000-EN: COVID-19 Management

Work Instruction

**Child**

N/A

As of Monday the 16<sup>th</sup> of March 2020, Aker Solutions has implemented further international travel restrictions as part of our COVID-19 business continuity efforts. All International travel will stop until further notice except for the following:

- Trips for personnel who are International rotators will be assessed by the DC Level 3 HSSE Vice Presidents and this will be authorised by the COO/CEO.  
The DC VP HSSE are:-

Name	DC or Function	E Mail
Suzy Davies	Greenfield and Customer Management	<a href="mailto:suzy.davies@akersolutions.com">suzy.davies@akersolutions.com</a>
Rafael Reis	SLS/Products	<a href="mailto:rafael.reis@akersolutions.com">rafael.reis@akersolutions.com</a>
Sveinung Brath Strandnaes	Brownfield	<a href="mailto:sveinung.brath.strandnaes@akersolutions.com">sveinung.brath.strandnaes@akersolutions.com</a>
Merete Lieng	Front End/COO and CFO	<a href="mailto:merete.lieng@akersolutions.com">merete.lieng@akersolutions.com</a>

- Trips required for key business continuity or medical issues will be assessed by Craig Wiggins SVP HSSE ([craig.wiggins@akersolutions.com](mailto:craig.wiggins@akersolutions.com)) and authorised by the COO/CEO.

Expats who are on international assignment will as a general rule remain in their assignment country during this period.

Personnel who have travelled prior to the 16<sup>th</sup> of March and are not in their home country after this date, should get in contact with following HR Regional leads who will deal with your situation.

Name	Region	E Mail
Siv Grethe Hansen	Norway, Italy & Sweden.	<a href="mailto:siv.grethe.hansen@akersolutions.com">siv.grethe.hansen@akersolutions.com</a>
Ruth Tulloch	UK and Middle East	<a href="mailto:ruth.tulloch@akersolutions.com">ruth.tulloch@akersolutions.com</a>
Nazare Ramos	Africa	<a href="mailto:Nazare.Ramos@akersolutions.com">Nazare.Ramos@akersolutions.com</a>
Janet Chafe	Canada	<a href="mailto:Janet.Chafe@akersolutions.com">Janet.Chafe@akersolutions.com</a>
Josh Simmons	USA	<a href="mailto:Josh.Simmons@akersolutions.com">Josh.Simmons@akersolutions.com</a>
Navamogan Munian	Malaysian and other APAC Countries	<a href="mailto:Navamogan.Munian@akersolutions.com">Navamogan.Munian@akersolutions.com</a>
Asma Lata	India	<a href="mailto:Asma.Lata@akersolutions.com">Asma.Lata@akersolutions.com</a>
Tiago Tinelli	Brazil	<a href="mailto:Tiago.Tinelli@akersolutions.com">Tiago.Tinelli@akersolutions.com</a>