

COVID-19 Procedures NOGEPa and Den Helder Airport

Version	:	14
Date	:	13 June 2022

These procedures were established in cooperation with and contributions from:

- CHC Helicopters Netherlands
- Belair
- Heli Holland
- Den Helder Airport
- NOORDWEST services & security
- MediMare
- Peterson
- NOGEPa members



Document Control Sheet

Control Sheet	
Responsible Committee	OPSCOM, HSECOM
Title Document (EN)	Procedures for Prevention of COVID-19 in the Dutch Offshore Oil and Gas Industry
Type Document (EN)	Ad-hoc procedures
Control Number:	14
Control Status:	Controlled / Uncontrolled when printed
Issue Status	
Document update timeframe	As needed

Endorsed by		
HSE Committee	Name	
	Date:	
Legal Committee	Name	
	Date:	
Operations Committee	Name	
	Date:	
Approved by		
Executive Committee	Name	
	Date:	

Revision History					
Rev	Date	Description	Author	Reviewed	Approved
1.0	26-03-2020	First issue	A. Tacoma	R. van Schijndel C. van der Kruijff S. Daam	DHA group
2.0	01-04-2020	First update (see amendment table)	A. Tacoma	OPCOM, HSECOM	DHA group
2.1	06-04-2020	Factual correction	A. Tacoma	C. van der Kruijff	-
3.0	08-04-2020	Second update (see amendment table)	A. Tacoma	R. van Schijndel C. van der Kruijff S. Daam	OPCOM HSECOM
4.0	28-04-2020	Update (see amendment table)	A. Tacoma	R. van Schijndel C. van der Kruijff S. Daam	OPCOM HSECOM
5.0	14-05-2020	Update (see amendment table)	A. Tacoma	R. van Schijndel C. van der Kruijff	Chairs OPCOM HSECOM
6.0	18-06-2020	Update (see amendment table)	M. de Vos	B. Smits R. van Schijndel	Members NOGEPAN Network

					Business Continuity
7.0	10-07-2020	Update (see amendment table)	A. Tacoma	B. Smits, R. van Schijndel S. Daam	B. Smits E. Dorenbos
8.0	07-08-2020	Update (see amendment table)	A. Tacoma L. Patton M. de Vos	OPCOM HSECOM	B. Smits
9.0	19-08-2020	Update (see amendment table)	M.Oppentocht	OPCOM HSECOM	B.Smits E. Dorenbos
10.0	15-09-2020	Update (see amendment table)	M. de Vos	R. van Schijndel B. Smits	B. Smits
11.0	11-11-2020	Update (see amendment table)	M. de Vos	Members NOGEPA Network Business Continuity/ DHA stakeholders/ Sven Daam	B. Smits
11.1	02-12-2020	Update (see amendment table)	M. de Vos	Sven Daam Tim Dop	B. Smits
11.2	04-03-2021	Update (see amendment table)	Tim Dop	M. de Vos	B. Smits
11.3	26-03-2021	Update (see amendment table)	M. de Vos	B. Smits	B. Smits
12.0	17-11-2021	Update (see amendment table)	M. de Vos	Members NOGEPA Network Business Continuity/ DHA stakeholders/ Sven Daam	B. Smits
12.1	21-12-2021	Update (see amendment table)	M. de Vos	Sven Daam/ Members NOGEPA Network Business Continuity	B. Smits
13	31-03-2022	Major integral update	M. de Vos	Members NOGEPA Network Business Continuity/ DHA stakeholders/ Sven Daam	B. Smits
14	13-06-2022	Update (see amendment table)	M. de Vos	Members NOGEPA Network Business Continuity	B. Smits

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Date	Suggested by	Amendment	Accepted	Implemented	Paragraph
27-03-20	Tacoma	Communication with State Supervision of Mines on Cat C evacuation	OPCOM-HSECOM	01-04-20	7.3 and 8
30-03-20	Oppentocht	Communication with Coastguard on medevacs and empty platforms	OPCOM-HSECOM	01-04-20	8
27-3-20	Spirit	Update contact details	NOGEPa	01-04-20	Appendix 4
30-03-20	WINZ	Review of screening conditions to avoid shortage of personnel offshore?	OPCOM-HSECOM		
29-03-20	Total	After Cat C and Cat B flights from K5CC: is it necessary to disinfect heli between two Cat-B flights to the same platform? Leads to (unnecessary?) time loss. Advice Sven Daam: not necessary.	OPCOM-HSECOM	01-04-20	7.2 and 7.3
30-03-20	Sven Daam	Vulnerable groups: proposal to use definitions in accordance with criteria RIVM. Personnel to be informed by operator. Flyer NL/EN at DHA as information to passengers, not as screening criteria for medic on duty at DHA.	OPCOM-HSECOM	01-04-20	4, Fout! Verwijzingsbron niet gevonden. Appendix 1
31-03-20	DHA-group	For exchange of life vests: heli operators can carry 0.5 litre bottles of disinfectant. HLO should take this out of the baggage compartment for cleaning of life vests before handover to next passenger. If agreed, this can be implemented swiftly.	OPCOM-HSECOM	01-04-20	8.1 Fout! Verwijzingsbron niet gevonden.
01-04-20	DHA-group	When a back-up doctor determines that a person on a	OPCOM-HSECOM	01-04-20	6.2

Date	Suggested by	Amendment	Accepted	Implemented	Paragraph
		platform is Category C, this person should be evacuated a.s.a.p.			
01-04-20	Peterson	If people in one Cat-B helicopter share a taxi, is there a need for limiting the max nr of passengers to two? NOGEPA medical advisor confirmed that as long as all Cat-B passengers were on the same Cat-B flight, there is no objection to transport max 4 persons in the taxi bus.	Daam, Tacoma	01-04-20	Fout! Verwijzingsbron niet gevonden.
01-04-20	CHC and Bel Air	Explanatory pictures seating arrangements Category B flights	Tacoma	01-04-20	Appendix 3
06-04-20	Tacoma	Factual corrections: <ul style="list-style-type: none"> 1st and 3rd bullet of paragraph 7.1 were amended to align with paragraph 6.5 (disinfection life vests) Three helicopter schemes replaced 	Van der Kruijff	06-04-20	Various
06-04-20	Sven Daam	NOGEPA back-up doctors all advise passengers on helicopter flights to use surgical face masks (similar to OGUK)	OPCOM-HSECOM	08-04-20	8.1, 8.2, 8.3
07-04-20	CHC and Bel Air	Cockpit separation: implementation and scenarios	OPCOM-HSECOM	08-04-20	9 + Appendix 3
07-04-20	CHC and Bel Air	Cleaning procedures life vests	OPCOM-HSECOM	08-04-20	Fout! Verwijzingsbron niet gevonden.
08-04-20	NOGEPA, CHC, Bel Air	Re-structuring of the document to improve readability		28-04-20	All
15-04-20	Neptune	Exemption for self-quarantine	OPCOM-HSECOM	28-04-20	4
18-04-20	Dana	Clarification on priorities parallel Category C and/or Category D flights	DHA 17:00	28-04-20	6.2
22-04-20	Peterson	Registration of Cat B, C and D in Vantage	DHA 17:00	28-04-20	6.5
	Various	Improved communication around Cat C and Cat D	OPCOM-HSECOM	28-04-20	7.3, 7.4
	Various	Improved communication around arrival and onward travel of Cat B and C passengers	OPCOM-HSECOM	28-04-20	9.2, 9.3

Date	Suggested by	Amendment	Accepted	Implemented	Paragraph
27-04-20	Daam	COVID-19 testing for returning Cat C passengers at Den Helder Airport	OPCOM-HSECOM	28-04-20	10.4 Fout! Verwijzingsbron niet gevonden.
27-04-20	Daam	Amendment questionnaire screening DHA to accommodate hay fever	DHA 17:00	28-04-20	Fout! Verwijzingsbron niet gevonden.
22-04-20	CHC, Bel Air	HLO alert as amended Annex: seating arrangements in helicopters with cockpit separators, use of face masks	OPCOM-HSECOM	28-04-20	Appendix 3
14-05-20	NOGEPA	Improved tekst on temperature measurements	Chairs OPCOM, HSECOM	15-05-20	5.2
14-05-20	CHC, Bel Air, NOGEPA	Amendment procedure on distribution / use face masks	OPCOM, HSECOM	15-05-20	6.2
14-05-20	NOGEPA	Seating configuration to normal	OPCOM-HSECOM	15-05-20	10, 10.1, 10.2, 10.3, Appendix 6
14-05-20	DHA	Optimization of flight planning and communication	DHA	15-05-20	13
10-06-20	NOGEPA	Issue point face masks	Members NOGEPA Network Business Continuity	17-06-20	6.2 9.1 9.2
11-06-20	NOGEPA, CHC, Bel Air	Offshore helicopter shutdowns	DHA 17:00	17-06-20	10
15-06-20/ 18-06-20	CHC	HLO alert in Annex 6 amended on face masks + Cat. C Dedicated helicopter replaced by regular helicopter operator	DHA 17:00	18-06-20	Annex 6
18-06-20	NOGEPA	Category C evacuation by means of a dedicated helicopter performed by the regular helicopter operator.	DHA 17:00	18-06-20	7.2 9.3 10.3
09-07-20	NOGEPA	- Amendment of the DHA screening procedure (questionnaire) - Back-up doctors should contact regular helicopter operator for Category C flights, not Bel Air - Inventory of POB in case of Cat C flight should not rest with back-up doctor to avoid delays in evacuation	Chairs OPCOM, HSECOM, medical advisor	10-07-20	4, 8.3, Appendix 1 Appendix 4
30-07-20	NOGEPA	- Minimum requirement for personnel working offshore from red-orange-yellow-green regions.	Chairs OPCOM, HSECOM	07-08-20	4 4.1 7.3 7.4 7.5

Date	Suggested by	Amendment	Accepted	Implemented	Paragraph
		- Definition of Category B person.			
19-08-2020	NOGEPA	- In accordance with new policy Rijksoverheid, shortened quarantine periods from 14 days to 10 days	Chairs OPCOM,HSECOM	19-08-2020	4.1 7.5 Appendix 1
09-09-2020	NOGEPA	- Sharpening definition of Cat. B. - Transport of goods and pax outbound.	Bart Smits	14-09-2020	7.3 7.4 8.2 8.3 10.1 10.2 10.3
11-11-2020	NOGEPA	General update as discussed in BC meeting of 21-10-2020, specifics (chapter/ paragraph): <ul style="list-style-type: none"> • § 1: Textual changes only. • § 2: Textual changes only. • § 4.1: Simplification • § 6.2: New paragraph on face masks at DHA • § 6.3: addition of 2nd bullet • § 8.1: Change in 3rd bullet • § 8.3: Change under 1st bullet • § 10: Reinstate use of manifests offshore • § 10.1: Cat. A Normal Heli Ops. 1st Bullet reduced. • § 10.2: Removal 'inbound flight' in 1st bullet, addition in 5th bullet, addition extra last bullet. • § 10.3: Removal 'inbound flight' in 1st bullet, addition in 5th bullet • § 11.1: Change in 2nd bullet. • Appendix 1: Changed questionnaire for screening. • Appendix 3: Added 3rd bullet in text box. 	Bart Smits	11-11-2020	1 2 4.1 6.2 6.3 8.1 8.3 10 10.1 10.2 10.3 11.1 Appendix 1 Appendix 3 Appendix 7

Date	Suggested by	Amendment	Accepted	Implemented	Paragraph
		<ul style="list-style-type: none"> Appendix 7: Added paragraph of role back-up doctor under 'Test results'. Whole document: change mouth mask to face mask 			
19-11-2020	Tim Dop Sven Daam	<ul style="list-style-type: none"> Appendix 1: Changed questionnaire for screening – rephrase questions 4 & 5. Appendix 4: Health authority confirmation in which the highlighted yellow areas have to be filled by the medic onboard the offshore installation (instead of the back-up doctor). 	Business Continuity meeting of 02-12-2020	19-11-2020	Appendix 1 Appendix 4
04-03-2021	Tim Dop	<ul style="list-style-type: none"> Appendix 1: Changed question 4 in questionnaire from 'In case of no symptoms: 72 hours after a positive test and still no symptoms' to 'In case of no symptoms: 5 days after a positive test and still no symptoms'. 	Business Continuity meeting of 03-03-2021	Week 9, 2021	Appendix 1
26-03-2021	Members of Business Continuity Network	<ul style="list-style-type: none"> Informing NOGEPa in case of Cat. C flight. Requirements for Cat. B persons going back offshore. 	Bart Smits	26-03-2021	7.2 7.5
25-10-2021	J. de Caluwé	<ul style="list-style-type: none"> § 11.2 Instructions for ground staff – Category B: Addition of last bullet on cases of a simultaneous arrival of a Category B and Category C flight on DHA. Also amended picture of overview DHA in case of Category B. § 11.3: Instructions for ground staff – Category C: change in dedicated landing spot, pax to 	Business Continuity meeting of 17-11-2021	01-11-2021	11.2 11.3 12.3

Date	Suggested by	Amendment	Accepted	Implemented	Paragraph
		<p>follow the instructions from Security and how to leave DHA.</p> <ul style="list-style-type: none"> § 12.3: Arrangements for onward travel – Category C: change in dedicated landing spot and how to leave DHA. 			
01-11-2021		<ul style="list-style-type: none"> New § 5.3 on Pre-mobilisation test. New § 5.4 on Scanning the Digital COVID Certificate at DHA. Splitting up the paragraph with further content on Screening procedure by medic into: <ul style="list-style-type: none"> § 5.5.1 Generic screening requirements for all operators, and § 5.5.2 Additional screening requirements from specific operators. § 8.2 Care of patients on board of offshore installations and preparation for helicopter transport – Category B: option to either evacuate a Category B person by a dedicated helicopter flight or monitor the condition of this person offshore. § 9.2: Similar change as for § 8.2. Appendix 8 - Contact details E&P operators: Change in contact details for Neptune Energy. 	Business Continuity meeting of 17-11-2021	01-11-2021	5.3 5.4 5.5.1 5.5.2 8.2 9.2 Appendix 8
21-12-2021	Members of Business Continuity Network	<ul style="list-style-type: none"> Amended Appendix 1 - Questionnaire for screening passengers at Den Helder Airport. 	Bart Smits	21-12-2021	Appendix 1

Date	Suggested by	Amendment	Accepted	Implemented	Paragraph
31-03-2022	Sven Daam, Members of Business Continuity Network, DHA stakeholders	<ul style="list-style-type: none"> Major integral update 	Business Continuity meeting of 23-03-2022	24-03-2022	Major integral update
13-06-2022	Members of Business Continuity Network, DHA stakeholders	Drop the mandatory wearing of face masks at DHA airports and on board a helicopter flight.	Helicopter operating members from DHA and DHA stakeholders	23-05-2022	5.2 (deleted) 8.1 8.2 8.3

1 Introduction

With these procedures, the offshore oil and gas operators, Den Helder Airport and helicopter operators put in place measures to prevent spreading of the SARS-CoV-2, the virus that causes COVID-19 to offshore installations as much as possible. As the COVID-19 pandemic has spread in all regions internationally, this procedure also provides measures for individuals who have travelled internationally before coming to Den Helder Airport. This procedure puts measures in place to evacuate people who, according to the advice from the back-up doctor, can no longer remain on the platform due to COVID-19.

Oil and gas production is defined as one of the vital functions in the Dutch society. The oil and gas industry has the responsibility to do what is necessary to maintain the offshore gas production. The safety of individual workers and the colleagues around them is a prerequisite for our operations.

The intent of the arrangements is to adhere to the RIVM criteria as closely as possible. In specific cases where RIVM criteria cannot be met, alternative measures were put in place which should lead to a comparable level of protection. The NOGEPa medical advisor has checked such alternative measures with GGD and RIVM.

2 Goal

Goal of this procedure is to:

- Minimize the risk of workers, their colleagues and pilots being infected by the SARS-CoV-2 virus;
- Ensuring safe transport of workers, either by regular flight operations, or, in case of COVID-19 suspects, by means of dedicated helicopter operations;

These procedures do not in any way replace SAR medevac procedures.

3 Definitions

1. **E&P operator:** one of the oil and gas operators, members of NOGEPa;
2. **Helicopter operator:** CHC, Belair, NHV and/or Heli Holland;
3. **COVID-19 suspect:** A person who, according to the back-up doctor, meets the case definition "Suspicious case COVID-19";

4 Pre-screening of personnel prior to travelling to Den Helder Airport

E&P operators are urged to make sure that personnel travelling to Den Helder Airport for helicopter flights to offshore installations do not have any symptoms that would elevate the risk of COVID-19 infection offshore. This means that the operator should actively urge anyone with symptoms as mentioned in paragraph 0.

An E&P operator may apply stricter screening criteria than those mentioned in chapter 5. The screening criteria in chapter 5 are considered a minimum for transportation to offshore installations.

An E&P operator should inform personnel planning to travel to an offshore installation about the NOGEPa advice for personnel in specifically defined risk categories. The advice (NL and EN) is contained in **Appendix 1**.

4.1 Coronavirus and rules for entering the Netherlands

Before travelling to the Netherlands, it needs to be checked what rules apply. The rules for entering the Netherlands depend on the country someone is coming from.

The website: <https://www.government.nl/topics/coronavirus-covid-19/visiting-the-netherlands-from-abroad/checklist-entry> lists the rules for entering the Netherlands that is depending on the country someone is coming from.

5 Requirements for passengers upon arrival at Den Helder Airport

5.1 Pre-mobilisation test

Depending on the requirements per operator, passengers may be subject to a pre-mobilisation test by means of demonstrating proof of a negative PCR test within an operator specified validity duration or by means of a quick test that needs to be undertaken at DHA. When a passenger is required by the operator to undertake a pre-mobilisation test at DHA, then the passenger will receive a wristband from the test centre after being tested negative. The negative tested passenger will then be requested to show this wristband at the check-in desk at DHA to proceed with check-in.

6 Classification of personnel on offshore installations by the back-up doctor

There may be situations that persons become ill during a shift of 2-3 weeks. When a person on an offshore installation reports ill with relevant symptoms, the back-up doctor shall be consulted.

The back-up doctor is in charge to make an assessment whether or not a person can safely remain on the platform or needs to get evacuated by means of a dedicated helicopter.

The measures in place (below) also involve steps in relation to preventing possible spreading to other persons on the platform. To that end, all other personnel on board is classified. The categorization of POB determines the classification of conditions for helicopter transport to DHA and precautionary measures for such transport.

In case of a COVID-19 suspect, the person involved can be evacuated by means of a dedicated helicopter as per the back-up doctor advise. The measures in place (below) also involve steps in relation to preventing possible spreading to other persons on the platform. To that end, all other personnel on board is classified. The categorization of POB determines the classification of conditions for helicopter transport to DHA and precautionary measures for such transport.

6.1 No person on board at increased risk for COVID19: Category A - normal operations

If nobody on board a platform has COVID-19 symptoms, there is no need to consult a back-up doctor.

6.2 Person reporting ill - consultation with back-up doctor

If a person on a platform reports ill with COVID-related symptoms, the back-up doctor shall be consulted. Only the back-up doctor for the offshore installation determines if meets the criteria for a case definition "Suspicious case COVID-19" or has indications of a regular cold or flu or other symptoms.

When the back-up doctor concludes a case definition "Suspicious case COVID-19", he/she determines whether there is a need for evacuation. Evacuation will be by means of a (dedicated) helicopter (i.e. without medical assistance) or SAR helicopter. The following classification applies:

⇒ **CATEGORY C:** Patient who is, according to the back-up doctor, COVID-19 suspect but not in critical state and able to travel without medical assistance.

⇒ **CATEGORY D:** Patient who, according to the back-up doctor, needs medical assistance and should not travel alone. Only SAR can transport.

- In case of a Category C (i.e. not critical), the back-up doctor will contact the logistic department of the E&P Operator (Appendix 4) to initiate an evacuation by means of a dedicated flight (performed by the regular helicopter operator). When contacting the helicopter operator for a Cat. C flight also inform NOGEPa on the Cat. C flight through e-mail to michael.de.vos@nogepa.nl. This Category C evacuation should be carried out as soon as possible in order to avoid deterioration of the patient's condition.
- In case of a Category D the back-up doctor will contact the Coastguard to initiate an evacuation by means of the SAR helicopter.
- In case of two or more simultaneous Category C and/or D notifications, the back-up doctors involved shall determine the priorities. When back-up doctors are not able to reach agreement, the back-up doctors shall present the cases to the NOGEPa medical advisor who will then decide on priorities.

6.3 Classification of other persons on board offshore installation by medic and/or OIM with back-up doctor

When the back-up doctor has concluded that a person on a platform is Category C or Category D, a list shall be made, with all other persons on board. The persons on this list shall be classified by the medic and/or OIM in cooperation with the back-up doctor in accordance with the following criteria:

CATEGORY A:

- Person on a platform who HAS NOT BEEN in contact with a person in Category C or D: normal operating conditions apply: see paragraphs 8.1, 9.1, 10.1, 11.1).
- Person on a platform who HAS BEEN in contact with a person in Category C or D but received a booster vaccination longer than 1 week ago or was recovered from COVID19 within the last 8 weeks; normal operating conditions apply: see paragraphs 8.1, 9.1, 10.1, 11.1).

A person can never be obliged to disclose his/her vaccination status. Should someone decide not to disclose his/her vaccination status, he/she will be determined as not vaccinated.

Both the medic and back-up doctor will under no circumstance disclose the vaccination status of their patient.

CATEGORY B:

Close contact of a COVID19 diagnosed patient, either onshore or at the platform, with the exception of those who:

- have had a booster shot longer than a week ago, or
- have recovered from COVID19 in the past 8 weeks.

A close contact is defined as a person who has been in close physical proximity (< 1.5 meter) for a total of at least 15 minutes during the last 48 hours prior to the diagnosis of the COVID19 patient.

Persons who do not adhere to this definition remain CAT A and must remain vigilant when developing symptoms. (For example: persons that were longer than 15 minutes in the same room as the suspected person but at a distance of more than 1,5 m.)

- Specific conditions apply: see paragraphs 7.2, 8.2, 9.2, 10.2.

6.4 Summary classification of persons on offshore installations classified as Category C or D

CATEGORY C:

Patient who is, according to the back-up doctor, COVID-19 suspect or diagnosed and needs to get evacuated, but is not in critical state and able to travel without medical assistance.

CATEGORY D:

Patient who, according to the back-up doctor, needs medical assistance and should not travel alone. Only SAR can transport.

6.5 Registration of Category B, C and D in Vantage

To maintain an accurate POB (Persons On Board) overview, Vantage POB needs to be used for all flights including manifesting of all passengers joining the applicable flight.

A category B is a person as defined under paragraph 7.2.

It is known that an incubation time of up to five days needs to be taken in account to make sure whether or not the illness develops.

A Category B person who was evacuated can return to work after day 5 when he/ she meets the following criteria:

- negative PCR or antigen test
- no COVID19 related symptoms for at least 24 hours

A Category C person who was evacuated or isolated onboard can return to work after day 5 when he/she meets the following criteria:

- no COVID19 related symptoms for at least 24 hours

To monitor this, operators are asked to inform the Vantage detail department about this situation by e-mail to psl@onepeterson.com

NB: Dana Petroleum and Total E&P need to inform their own planning department.

In the e-mail the following information should be made available;

- Name of passenger,
- Vantage ID,
- Date of last close contact (< 1.5 meters or high risk contamination situation, refer to paragraph 7.4) of the Category C or Category D patient (**not the date of the return flight**).

The Vantage detail department will flag the person in Vantage POB. This will make it impossible to manifest the person on an outbound flight. After the 5-day period the flag is taken away and this makes it possible for the passenger to be booked and manifested again.

7 Care of patients on board of offshore installations and preparation for helicopter transport

7.1 CATEGORY A

- Category A does not involve a patient, it concerns normal operations: “Business as usual.”
- If someone has symptoms, of which the back-up doctor concludes it does NOT represent a case definition “Suspicious case COVID-19”, the person involved should stay in his cabin and avoid contact with colleagues. If after 48 hours the person still has symptoms an antigen test is advised.
- Monitor the condition of the person involved.

7.2 CATEGORY B

- Category B does not involve a patient, i.e. no specific care needed. But his/her proximity to a suspected COVID-19 patient requires precautionary measures.
- The back-up doctor in consultation with the operator can decide to either evacuate a Category B person by a dedicated helicopter flight or monitor the condition of this person offshore through quick-testing and the development of COVID-19 related symptoms.
- When the person develops symptoms during his/her stay on board the offshore installation:
 - Self-isolation: stay in the cabin and avoid contact with colleagues;
 - Contact the back-up doctor for advice and possible (re-) classification.
 - When person has to leave the cabin: preferably use face cover or else use paper tissue, wear gloves.
- For helicopter transportation, “mixing of Categories” is not allowed.

7.3 CATEGORY C

- In case of a suspected COVID-19 person on board the offshore installation, the back-up doctor is in charge to make an assessment whether or not a person can safely remain on the platform or needs to get evacuated by means of a dedicated helicopter. If quarantine on the platform is not recommended, then:
 - Inform the logistics department of the oil and gas operator concerned (see appendix 4 - Contact details E&P operators) about the need for a Category C evacuation.
 - Fill and sign appendix 2 and send the document by email to the helicopter operator concerned.
- This Category C evacuation should be carried out as soon as possible in order to avoid deterioration of the patient’s condition.
- For helicopter transportation, “mixing of Categories” is not allowed. The outbound flight may transport goods and pax. Isolate the person involved.
- Monitor the condition of this person in close cooperation with the back-up doctor.
- Identify and list colleagues who have been in close contact (< 1.5 meters): see paragraph 6.3.
- Clean (disinfect) any high-risk areas.
- Follow instructions from back-up doctor.

7.4 CATEGORY D

- This is a potentially life-threatening situation: Follow all instructions from back-up doctor and Coastguard.
- In case of a Category D the back-up doctor will contact the Coastguard to initiate an evacuation by means of the SAR helicopter.
- Monitor the condition of this person in close cooperation with the back-up doctor.
- Identify and list colleagues who have been in close contact (< 1.5 meters)): see paragraph 6.3.
- Clean (disinfect) any high-risk areas.

All further procedures:

TO BE DECIDED BY AND COORDINATED WITH COASTGUARD/ SAR SERVICES.

8 Instructions for passengers on helicopter flights

8.1 CATEGORY A

- Category A does not involve a patient, it concerns normal operations: “Business as usual.”
- During flight, if one or more pax become sick the flight will automatically become Category C and the pax and crew have to follow the Category C procedure.

8.2 CATEGORY B

- Category B does not involve a patient, but precautionary measures may be applied in view of the fact that the person has been at close proximity to a suspected COVID-19 patient. The back-up doctor in consultation with the operator can decide to either evacuate a Category B person by a dedicated helicopter flight or monitor the condition of this person offshore through quick-testing and the development of COVID-19 related symptoms.
- During flight, if one or more pax become sick the flight will automatically become Category C and the pax and crew have to follow the Category C procedure.
- NB: This involves a dedicated helicopter flight (performed by the regular helicopter operator).

PPE (surgical face masks)

- All passengers should wear a surgical face mask. These masks are intended to minimize the risk of spreading liquid particles (speaking, coughing, sneezing) that might contain the Corona virus. The masks are not suitable to filter viruses from ambient air. Hence, the effectivity of the use of surgical face masks is optimized when all passengers wear these masks.
- Passengers should wear the face mask at all times during boarding, during the flight and during disembarkation.
- After disembarkation, the passenger shall dispose the used face mask in a dedicated container.
- Face masks can be taken off easily in case of an emergency during the flight. In such a case, the used face mask should be safely stowed in order to avoid obstacles during evacuation of the helicopter.

- Personal baggage is allowed to be carried on this flight.

8.3 CATEGORY C

- This concerns a dedicated helicopter flight performed by the regular helicopter operator.

PPE (surgical face masks)

- All passengers should wear a surgical face mask. These masks are intended to minimize the risk of spreading liquid particles (speaking, coughing, sneezing) that might contain the Corona virus. The masks are not suitable to filter viruses from ambient air. Hence, the effectivity of the use of surgical face masks is optimized when all passengers wear these masks.
- Passengers should wear the face mask at all times during boarding, during the flight and during disembarkation.
- After disembarkation, the passenger shall dispose the used face mask in a dedicated container.
- Face masks can be taken off easily in case of an emergency during the flight. In such a case, the used face mask should be safely stowed in order to avoid obstacles during evacuation of the helicopter.

- Personal baggage is allowed to be carried on this flight.

9 Instructions for air crew

- For flight planning purposes, we no longer use alternate airfields in foreign countries, to prevent aircraft, crew and passengers ending up abroad and at risk for periods of quarantine, self-isolation, etc.
- Turnaround time can take longer than normal due to the below measures.
- A cockpit divider was placed in most helicopters. The availability of a cockpit divider determines the possible seating arrangements for various types of flights. The reason for introducing cockpit dividers:
 - Optimization of available space in the helicopter;
 - Improved separation between pilots and passengers in order to minimize possible routes of spreading and ensure continuity of flights.
- If this divider is not used the first row of the helicopter is NOT to be used. So, in that case the capacity reduces by four seats
- The seating arrangements for the various types of helicopters are described in **Appendix 33**.

9.1 CATEGORY A (normal operations)

- For helicopter transportation, “mixing of Categories” is not allowed .
- “Business as usual/ normal helicopter operations”
- No passengers showing symptoms of illness can enter helicopters, unless the back-up doctor advises otherwise.
- During flight, if one or more pax become sick the flight will automatically become Category C and the pax and crew have to follow the Category C procedure.
- The seating arrangements for the various types of helicopters are described in **Appendix 33**.
- Front row is kept clear of passengers to protect pilots, when cockpit-cabin divider is not installed.
- Fresh air ventilation in the helicopters ensure that air is constantly renewed during the flights.

9.2 CATEGORY B

- For helicopter transportation, “mixing of Categories” is not allowed . The outbound flight may transport goods and pax.
- During flight, if one or more pax become sick the flight will automatically become Category C and the pax and crew have to follow the Category C procedure.
- NB: lift-off only when the crew is assured that onward travel of the Category B passengers from DHA has been arranged for by the E&P operator or otherwise.
- The seating arrangements for the various types of helicopters are described in **Appendix 33**.
- Aircraft with appropriate passenger numbers ensuring minimum 2 m clearance distance from pilots when cockpit-cabin divider is NOT installed.
- Only the aft row in an AW139 and the aft two rows in an AW189 are to be used when cockpit-cabin divider is NOT installed
- Personal baggage is allowed to be carried on this flight.

9.3 CATEGORY C

- For helicopter transportation, “mixing of Categories” is not allowed . The outbound flight may transport goods and pax.
- NB: lift-off only when the crew is assured that onward travel of the Category C patient from DHA has been arranged for by the E&P operator or otherwise.
- The helicopter operator should also ascertain that the E&P operator informs Noordwest Security at DHA about the time of departure and estimated time of arrival at DHA to allow for preparation of the receipt of the Category C patient.
- Aircraft with appropriate passenger numbers ensuring minimum 2 m clearance distance from pilots when cockpit-cabin divider is NOT installed.
- Only the aft row of the helicopter to be used when cockpit-cabin divider is NOT installed
- The seating arrangements for the various types of helicopters are described in **Appendix 33**.
- Personal baggage is allowed to be carried on this flight.

9.4 CATEGORY D

NHV operates the SAR helicopter. NHV operates according to its own procedures, which are not dealt with in this document.

10 Instructions for ground staff

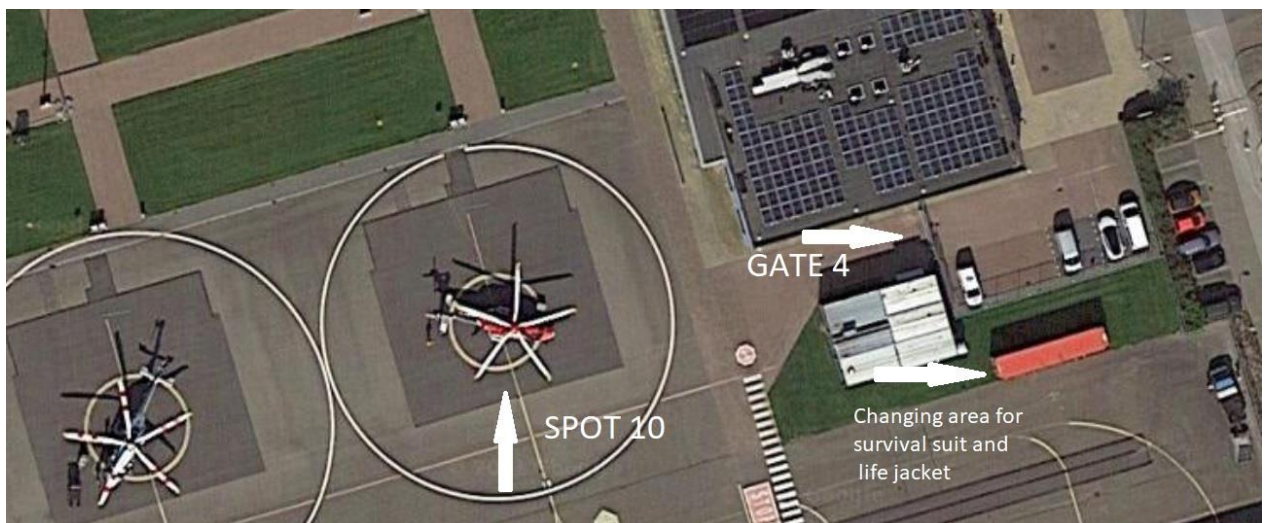
10.1 CATEGORY A

- None.

10.2 CATEGORY B

- DHA stakeholders are to be engaged for an overview of how the flights are handled.
- Dedicated parking spot number 10.
- Baggage compartment will be opened by ground crew at spot 10.
- The steward will signal the passengers to disembark the helicopter.
- Pax unload their own baggage and carry it themselves.
- Pax can take their survival suits and life jackets off in Porto cabin in front of gate 4 or and put them in the boxes which are marked.
- Pax leave Den Helder Airport via gate 4. KMAR will be informed.
- Survival suits and life jackets will be handled by Biardo/Peterson when pax have left.
- Pax have to leave the DHA area as soon as possible.
- Cleaning of aircraft. (If more than one Category B flights take place to one offshore installation, the aircraft need not be cleaned between two flights.)
- In case of a simultaneous arrival of a Category B and Category C flight on DHA, the passengers of Category B will be handled first. The Category C flight will be parked preferably on Spot 10 and the Category B flight preferably parked on Spot 11.

Overview DHA in case of Category B

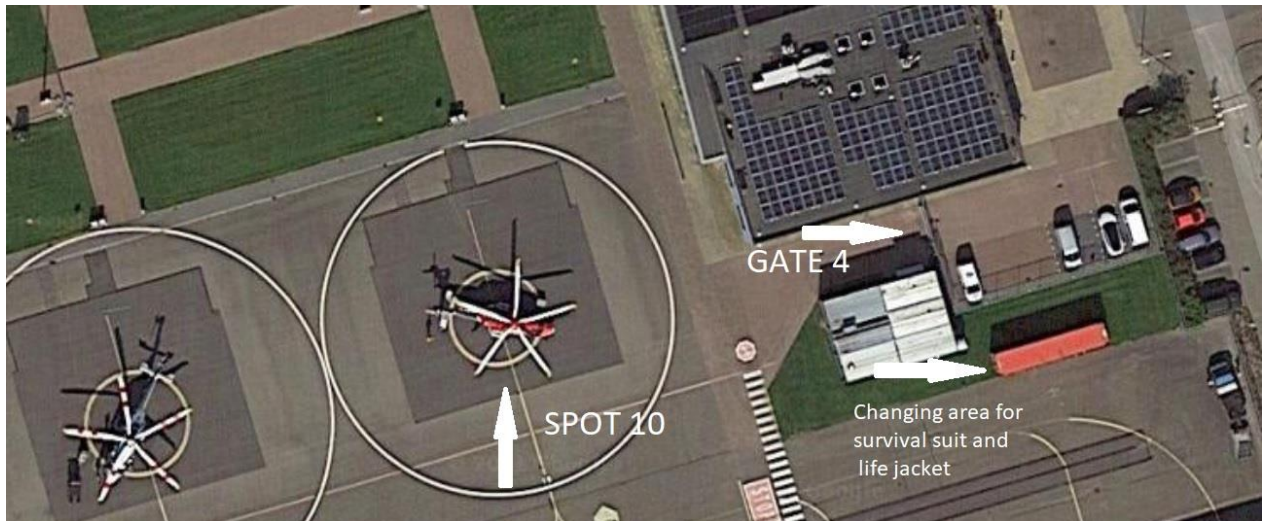


10.3 CATEGORY C

- DHA stakeholders to be engaged for overview of handling flights.
- Flight dedicated landing spot: Spot 10.
- Pax carry their own baggage from baggage compartment and follow the instructions from Security..
- Pax can take their survival suits and life jackets off in Porto cabin and drop survival suits and life jackets in marked boxes.

- Pax have to leave DHA via gate 4.
- Survival suits and life jackets will be handled by Biardo/Peterson when pax have left.
- Cleaning of aircraft. (If more than one Category C flights take place to one offshore installation, the aircraft need not be cleaned between two flights.)

Overview DHA in case of Category C



10.4 COVID-19 testing in case of symptomatic personnel offshore (Category C passengers)

A Category C passenger (i.e. passenger who fulfils the case definition “Suspicious case COVID-19”) arriving at Den Helder Airport should be instructed to arrange a test for corona through the GGD.

11 Arrangements for onward travel

In any case where, during the Category B-C flights the condition of a passenger deteriorates to a stage that he/she needs treatment in a hospital: Back-up medical service will organize an ambulance.

12 Communication

- The operator shall inform the State Supervision of Mines about each evacuation of a Category C passenger.
- The E&P operator shall also inform the Coastguard Control Centre when a platform is de-manned (fully de-manned or to a critical manning level). This is valid information for the Coastguard Control Centre if a drifting vessel is posing a threat to this platform.
- Further, the operator shall inform the Coastguard Control Centre when a platform helicopter refuel station is temporary out of use due to de-manning, in order to manage SAR helicopter operations.
- The planning of flights is optimized (spreading over the day) with a view to avoiding cumulation of passengers on different flights in the airport building. This requires flexibility from oil and gas operators, helicopter operators, planning departments, airport services and, last but not least, passengers. It also requires swift communication between parties involved in the planning of flights. Passengers shall be notified a.s.a.p. when flights are delayed or re-scheduled, in order to allow them to be able to arrive at DHA at a suitable time.



Appendix 1 Information for persons in a risk category

Aanvullende informatie, bestemd voor personen die behoren tot een risicogroep

Verhoogde kans op ernstig beloop

Hiervoor wordt dezelfde indicatie gehanteerd als voor de jaarlijkse influenzavaccinatie, met als uitzondering de leeftijdsgrens die aangepast is naar >70 jaar. Wordt u dus jaarlijks uitgenodigd voor de grieprik? Dan behoort u tot de risicogroep.

Dit betekent dat de adviezen niet gelden voor personen onder de 70 jaar zonder onderliggend lijden.

Risicofactoren voor ernstig beloop

- Afwijkingen en functiestoornissen van de luchtwegen en longen;
- Chronische hartaandoeningen;
- Diabetes mellitus;
- Ernstige nieraandoeningen die leiden tot dialyse of niertransplantatie;
- Verminderde weerstand tegen infecties door medicatie voor auto-immuunziekten, na orgaantransplantatie, bij hematologische aandoeningen, bij aangeboren of op latere leeftijd ontstane afweerstoornissen waarvoor behandeling nodig is, of bij chemotherapie en/of bestraling bij kankerpatiënten;
- Een hiv-infectie in overleg met de hiv-behandelaar

Adviezen voor offshore medewerkers die zich herkennen in bovenstaande

- Meldt u zich bij de medic van het platform waarop u werkzaam bent. Is daar geen medic aanwezig, meldt u zich dan telefonisch bij de medic die verantwoordelijk is voor uw platform. Het is van belang dat hij of zij weet wie er tot een risicogroep behoren. Deze informatie wordt uiteraard **niet** met uw werkgever gedeeld.
- Neem, ook de geringste, gezondheidsklachten serieus en meldt deze bij de medic. Deze zal dan overleggen met de back-up arts over de te nemen stappen.
- Social distancing is op een platform lastig, maar voor u nog belangrijker dan voor een ander.
- Geadviseerd wordt dat personen in een risicogroep een eigen cabin krijgen. Neem hiervoor contact op met de medic.

Additional information, intended for persons in a risk category

Increased risk of serious illness

The same identification process is used as for the annual influenza vaccination, with the exception of the age limit which has been increased to >70 years. Are you invited to receive a flu jab every year? If so, you are in a risk category.

This means that the recommendations do not apply to persons under the age of 70 years without an underlying condition.

Risk factors for serious illness

- Abnormalities and dysfunctions of the respiratory system and lungs;
- Chronic heart disease;
- Diabetes mellitus;
- Serious kidney disease requiring dialysis or kidney transplant;
- Reduced resistance to infections caused by medication for autoimmune diseases, after organ transplantation, in haematological disorders, in congenital or delayed immune disorders requiring treatment, or in chemotherapy and/or radiation treatment in cancer patients;
- An HIV infection in consultation with the consulting HIV practitioner

Advice for offshore employees who are in the above categories

- Please report to the medic on the platform you are working on. If there is no medic there, please call the medic responsible for your platform. It is important that he or she knows who belongs in the risk categories. Of course, this information will **not** be shared with your employer.
- Take even the slightest health complaint seriously, and report it to the medic. He or she will then consult with the back-up doctor about the steps to be taken.
- Social distancing is difficult on offshore platforms, but even more important for you than for others.
- It is advised that persons in a risk category get a cabin of their own. Contact the medic for arrangements.

Appendix 2 Health authority confirmation

The following text is sent either as a signed attachment to an email or a signed email from the employer's email server.

Note: The highlighted yellow areas have to be filled by the medic onboard the offshore installation.

Confirmation of consultation regarding helicopter transport from **(installation)** to **(airport)** after suspected case COVID-19

(Relevant health authority, county physician, municipal physician....) recommends that helicopter transport from **(installation)** to **(airport)** can be resumed as prescribed below.

(physician oil company) has conducted close contact assessments in accordance with current guidelines from Rijksinstituut voor Volksgezondheid en Milieu (RIVM).

The status as of **(date)** is that there are **(total)** persons on board.

- **(number)** are defined as with symptoms but not in critical state and capable of traveling alone (Cat C)

Category C passengers shall be transported in accordance with the Category C procedures in these COVID-19 Procedures NOGEPa and Den Helder Airport. .

This recommendation is valid for **(date)**

(place date,)

(Signature)

(Name)

E&P operator	Helicopter operator	E-mail address	Phone number helicopter operator
Wintershall	Bel Air	cva@belair.dk	06-10780860
Dana Neptune Petrogas Spirit TAQA Total	CHC	chcoperationsdhr@chcheli.com Roger.van.Schijndel@chcheli.com	0223-677566 06-23185884
ONE-Dyas	Heli Holland	marcus.lipp@heliholland.nl	06-46982909
NAM	NHV	For the time being: for Covid-19 Category C flights, see contact details CHC	

Appendix 3

Seating arrangements in helicopters with cockpit separators, use of face masks

AW139 with cockpit-cabin divider:

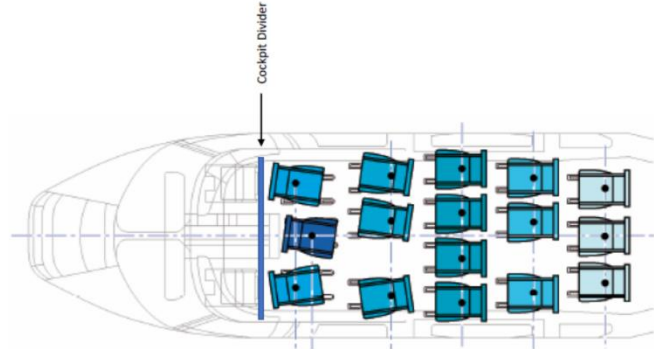
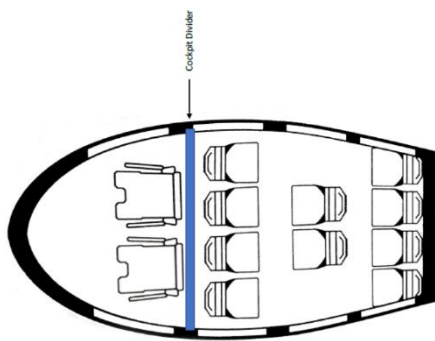
AW189 with cockpit-cabin divider:

EC155 with cockpit-cabin divider:

EC175 with cockpit-cabin divider:

CATEGORY B

- Dedicated helicopter flight (regular helicopter operator).
- Aircraft with appropriate passenger numbers ensuring minimum 2 m clearance distance from pilots, so



first 2 rows not to be used when cockpit-cabin divider not installed. With cockpit-cabin divider installed see seating configuration above.

- All category B passengers should wear a face mask. Passengers shall be handed two facemasks, when receiving survival suit at Den Helder Airport; one for the flight to the platform and one for the return flight.
- Cargo allowed on this flight, personal baggage is allowed to be carried on this flight.

CATEGORY C

- Dedicated helicopter flight (regular helicopter operator).
- Aircraft with appropriate passenger numbers ensuring minimum 2 m clearance distance from pilots, so first 2 rows not to be used when cockpit-cabin divider not installed.
- All category C passengers should wear a face mask. Passengers shall be handed two facemasks, when receiving survival suit at Den Helder Airport; one for the flight to the platform and one for the return flight.
- Cargo allowed on this flight, personal baggage is allowed to be carried on this flight.

Appendix 4

Contact details E&P operators

Operator	Contact for screening at Den Helder Airport	24/7 Emergency Response Organization
Dana Petroleum	<p>Joris Fris (Operations Superintendent) +31 (6) 22 96 37 80 joris.fris@dana-petroleum.com</p> <p>Robin Smit (HSEQ Manager NL) +31 (6) 21 30 95 67 robin.smit@dana-petroleum.com</p>	<p>+31 (0)70 37 13 000 (office hours) +31 (0)70 37 13 700 (outside office hours)</p>
NAM	<p>Nataschja Kercher Nataschja.Kercher@shell.com</p>	<p>Centrale Meldkamer +31 (0)592 36 99 99 (ask to be connected to the duty Emergency Incident Manager)</p>
Neptune Energy	<p>Janno de Wet +31 (0)6 23543434 Janno.dewet@neptuneenergy.com</p>	<p>+31 (0)223 63 96 39</p>
ONE-Dyas	<p>Dirk Drijver +31 (0)6 25 38 66 63 or +31 (0)20 53 54 107 dirk.drijver@onedyas.com</p>	<p>+31 (0)20 5354101 emergency-coordination@onedyas.com</p>
Petrogas	<p>Bart Smits Operations Manager +31 (0)6 22 61 46 69 Bart.smits@petrogasep.com</p> <p>Emanuele Gemelli HSEQ Manager +31 (0)6 57 99 16 43 Emanuele.gemelli@petrogasep.com</p>	<p>PEPN Emergency Response +31 (0)70 – 3572357</p>
Spirit Energy	<p>Vincent van Bugnum +31 (0)6 20 70 77 69</p> <p>Uschi Howe +31 (0)6 10 95 92 10</p>	<p>Petrofac Emergency Response service Centre: +44 1224 348000 (they will contact NL ER team)</p>
TAQA	<p>OIM of P15-C via de P15-C Control Room: +31 (0)88 82 72 700</p>	<p>Emergency number via Royal Dirkzwager: +31 (0)10 59 31 697</p>
Total	<p>Huib Giesberts (Logistic Manager) +31 (0)6 46 75 28 37</p>	<p>Emergency Duty Manager +31 (6) 54 91 39 51</p>
Wintershall	<p>Joost Wichers +31 (0)6 51 36 85 91 mailto:joost.wichers@wintershall.com joost.wichers@wintershall.com</p> <p>Rob Molenaar (for procedures) Rob.molenaar@wintershall.com +31 (0)6 51 55 81 66</p>	<p>+31 (0)70 37 29 797</p>