

DANOS COVID-19 PLAN

Purpose

To educate and help prepare Danos employees, visitors and customers to minimize potential exposure to COVID-19 and influenza. The health of our employees and their families is our number one concern. While healthcare risks are widespread in the general population, we aim to prevent the spread of illness. Danos cares!

Plan

In addition to following all [CDC guidelines](#), Danos is taking the following actions to help prevent the spread of the virus and to support the health and wellbeing of employees, customers and communities. We are:

- screening visitors to all Danos offices and facilities
- screening all employees who reside at a Danos bunkhouse
- screening all employees before traveling to offshore facilities
- placing a company-wide restriction on non-critical business travel
- increasing cleaning and sanitizing procedures at all office locations
- monitoring workplace exposures
- transporting employees with symptoms when necessary

**Our process complies with the Department of Labor's Confidentiality Regulations.*

Incident Management

Danos is taking all possible steps to protect the health and safety of our workforce. Personal responsibilities include:

- Follow all local, state and national guidance regarding self-isolation. Self-isolate on days off in accordance to client requirement.
- Protect yourself, your colleagues and others from possible infection.
- Ensure early detection of symptoms and take prompt and appropriate action.
- Perform self-assessment with screening questionnaire if instructed by the incident management team (IMT) and truthfully answer screening questions.
- Seek appropriate medical care for illnesses, and obtain a medical release before returning to work.
- Notify supervisor if experiencing any symptoms or if you will report to work.

Incident Management Team

Safety (IMT Response Team)

- Oversee decontamination and isolation plans, including ordering supplies and PPE.
- Oversee a waste management plan.
- Conduct chemical reviews of decontamination products.
- Communicate with customer liaisons on their specific plans.

Danos Medical Management

- Provide direction and oversight of team members conducting screening and medical evaluations.
- Oversee isolation, quarantine and other disease control processes across all sites.
- Maintain situational awareness of suspected cases and ongoing disease control processes.
- Coordinate medical care with a personal health physician.
- Supply return-to-work documents once an employee is symptom-free and released by his/her physician.

Danos Case Manager

- Oversees location screening process for travel history and health/symptoms reporting.
- Completely manages medical cases, communicating daily with employees that are symptomatic.
- Consults medical control to support operational objectives of disease control, medical surveillance, quarantine, decontamination and isolation.
- Provides updates on suspected cases.

Danos Operations Managers/Account Managers

- Oversee all operational aspects of the pandemic responses for their specific client and responsible employees.
- Initiate communications which may include, but may not be limited to, texting, email summary or virtual meetings to review changes in the most recent version.
- Participate in the planning process and development of strategic and tactical sections of the plan.
- Provide and issue clearance form to traveler or entrant for site entry.
- Flag personnel that are not cleared for travel or entry.
- Account for the personnel, work location, etc. of the suspected COVID-19 case during screening.
- Notify Medical Control of any personnel displaying symptoms of COVID-19.
- Implement the isolation plans as needed.

Marketing and Public Information Officer (PIO)

- Coordinates with the incident commander on information release.
- Researches and organizes information to be presented at meetings, press conferences, etc.
- Continually briefs the incident commander and liaison officer on PIO issues and concerns.
- Maintains updated communication via Googles forms, intranet postings, e-mail and the Danos Pipeline.

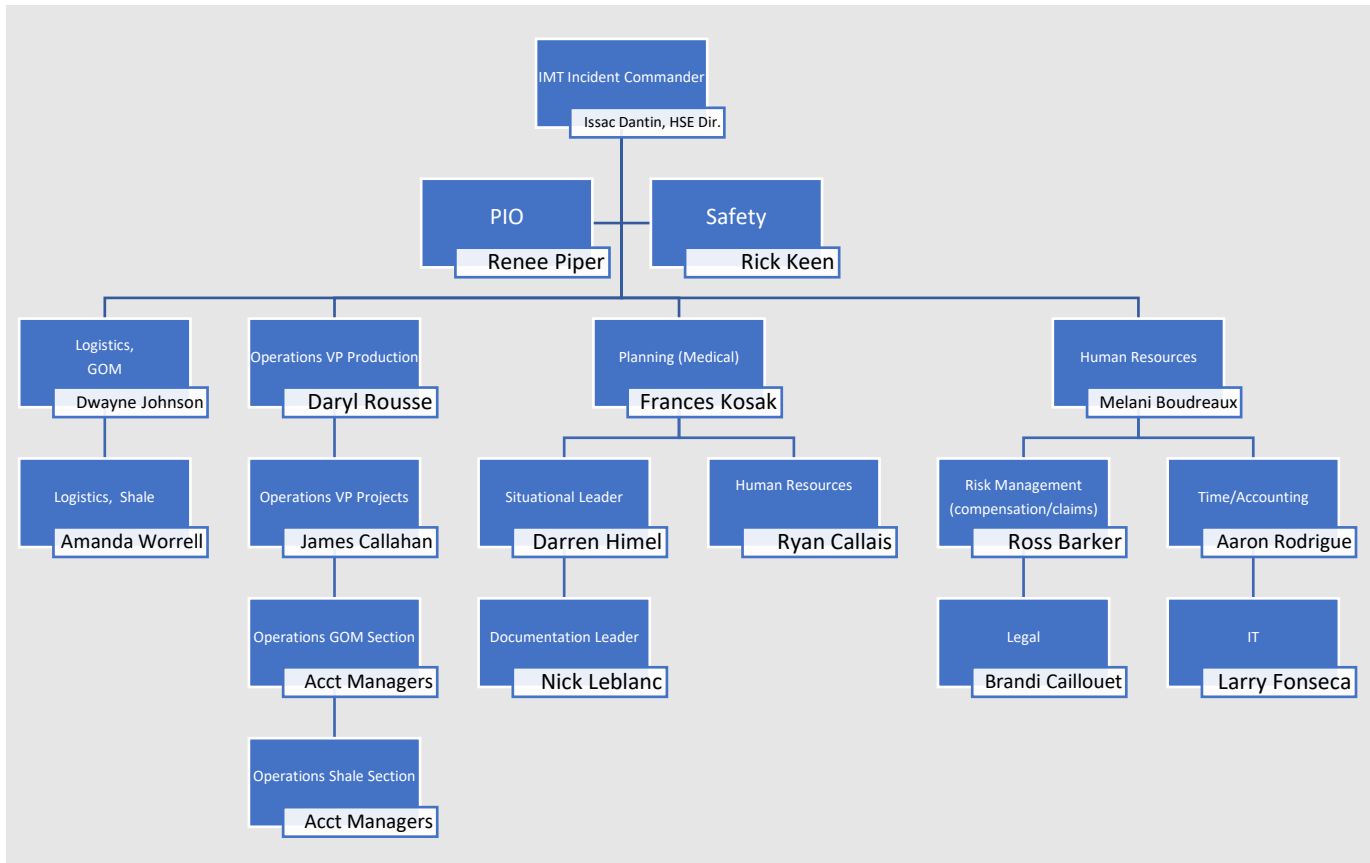
Site Leadership (PIC, Supervisor, Foreman)

- Support the client on the implementation on safety, health and industrial hygiene activities related to location plan.
- Report, following the protocols in place, any observation, incident or health condition that may be related to COVID-19.
- Monitor and report additional PPE requirements, including safety and health supplies.
- Deliver safety moments related to COVID-19, including wellbeing, fatigue and stress management.
- Monitor the compliance of hygiene and prevention practices related to COVID-19.

Field Employees

- Report travel, health symptoms and potential exposure risk to COVID-19 via screening questionnaire at designated offshore/land entry points.
- Notify onsite case manager of any known symptoms or new symptoms.

- Adhere to all preventative onsite measures including good personal hygiene and use of hand sanitizer.
- Notify supervisor and/or case manager of any personnel displaying symptoms of COVID-19.
- Implement isolation plans as needed.
- Respond to the questionnaire three days before arriving on location.
- Voluntary self-quarantine for 14 days before arriving on land location.



Screening Process

All Danos staff and field employees and visitors to Danos facilities are participating in a screening process recommended by the CDC. Below are the screening questions:

1. Have you had any foreign travel, including cruises, or visited any areas of widespread community transmission as defined by CDC?
2. Have you experienced fever of 99.5 degrees Fahrenheit or above and/or had symptoms of respiratory illness, including cough or shortness of breath in the last 14 days?
3. Have you or anyone living in your home been in close contact with individuals suspected or confirmed ill with COVID-19 in the last 14 days?
4. Have you been participating in voluntary and/or required 14-day self-quarantine? (Sheltered at home and limited movements outside of your home beyond essential needs.)

Answers are given to the Danos case manager for review and follow up.

Staff and Field Employees

Employees are reminded that if they are experiencing influenza or COVID-19 symptoms, they should stay home, contact their healthcare provider (call in advance to notify them of symptoms) and notify the Danos case manager and supervisor. Employees who have traveled to or have been in contact with anyone who has gone to an area with widespread or ongoing community spread in the past 14 days, should notify the Danos case manager at 985-219-3357. Danos follows the CDC's guidelines for managing care. Employees working on a customer's asset may have additional health monitoring requirements.

Medical Follow-Up and Care

As per the Danos Return to Work/Fit for Duty policy, if an employee is experiencing flu-like symptoms (including fever, coughing or respiratory issues), s/he is required to receive a "return-to-work" release from a physician. Employees will not be allowed to return to work without a medical discharge. Please e-mail all return to work documents to medical@danos.com. The HR department is managing these non-occupational illnesses with support from our case manager and safety team.

Visitors

All visitors to Danos facilities are required to respond to the CDC's recommended screening questions. Forms have been placed at all facilities and are monitored by each facility's primary point of contact. Safety representatives are designated to monitor the participation and feedback of the questionnaire.

Known Workplace Exposure

Recommended strategies for Danos employees who have known symptoms or were exposed by someone who was symptomatic while on the jobsite:

Employees who develop symptoms while at work:

- Employees who appear to have fever or acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or who become sick during the day should be separated from other employees and be sent home immediately to begin self-quarantine. S/he is to consult his/her primary-care doctor to discuss symptoms. Report diagnosis to Danos case manager and supervisor.

COVID-19 Exposure Measures:

- Employees who are well but who have a family member at home diagnosed with COVID-19 or who have come in close contact with someone with COVID-19 should notify the Danos case manager and supervisor immediately. The CDC recommends that s/he should self-quarantine for 14 days and contact his/her primary care physician. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.
- If an employee is diagnosed with COVID-19, s/he shall follow the CDC's recommended practices as to not spread the virus. S/he will not be able to return to work until s/he obtains a medical release and receives instructions from the Danos case manager and supervisor before doing so.
- If an employee is confirmed to have COVID-19 while on the jobsite, Danos will inform our customers and fellow employees of their possible exposure in the workplace. (Danos will maintain confidentiality as required by the Americans with Disabilities Act.)

Responding to employees with potential or known COVID-19

Employees should never arrive at work if they have symptoms of respiratory illness or fever or if they were in contact with anyone confirmed positive for COVID-19. If the employee tested positive for COVID-19, s/he should contact the Danos supervisor or Danos case manager immediately. If symptoms do appear, or if an employee discovers that s/he was in contact with someone infected with COVID-19 while at work, s/he should contact the Danos supervisor or the Danos case manager.

Transportation

If personal transportation isn't available for a symptomatic or asymptomatic employee from the job site, Danos will transport the employee in a 12-passenger van to maintain distancing of 6 feet. Both the driver and passenger will wear protective masks. The passenger and driver will follow CDC's process for distancing. The van will be disinfected after each use.

Cleaning and Disinfecting Facilities or Vehicles

- To minimize potential for exposure to respiratory droplets, it is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfecting. Open outside doors and windows to increase air circulation in the area. If possible, wait 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, vehicles and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

How to Clean and Disinfect – Guidance from the [CDC](#)

Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of water *or*
 - 4 teaspoons bleach per quart of water
 - [Products with EPA-approved emerging viral pathogens claim](#)^{external icon} are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - For soft (porous) surfaces such as carpeted floor, rugs and drapes, remove visible contamination if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items, and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples [here](#)) that are suitable for porous surfaces

Linens, Clothing and Other Laundered Items

Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.

- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene:

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Gloves and gowns should be compatible with the disinfectant products being used.

- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to [clean](#) hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. [Clean hands](#) immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- **Cleaning staff and others should [clean hands often](#)**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one's nose, coughing or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance (e.g., a child)

Workplace Wellbeing and Safety Tips

Keeping the workplace safe

Encourage your employees to...

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



- They are feeling sick
- They have a sick family member in their home

Facemasks and Cloth Face Coverings













As part of Danos' continued response to the risks posed by COVID-19, the health and safety of our team members remains our number one priority. The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, **especially** in areas of significant community-based transmission. Please remember that while masks offer a degree of protection, social distancing of 6 feet or greater is critical to our success of stopping the spread of COVID-19. Please take the time to be familiar with these details.

We recognize that in some areas of our work environment, both offshore and on land, social distancing may not be practically possible. Below is guidance on when face masks may be appropriate in the workplace, where maintaining proper social distancing, may not be feasible.

- During travel to and from work, especially when in close contact with others (Unavoidable ride share, helicopters, other travel where social distancing may not be possible)
- Tasks requiring multiple people for maintenance purposes
- Some confined space work
- Scaffold work
- Performing team-oriented tasks
- Control room operations
- Offices and meeting spaces with multiple participants

Types of masks

Some masks work better than others to help stop the spread of COVID-19 outside of healthcare settings. Medical masks and N-95 respirators should not be used because they should be conserved for healthcare personnel.

Recommended	Not Recommended
 <p data-bbox="378 510 719 537">Non-medical disposable masks</p>	 <p data-bbox="1065 510 1458 569">Masks that do not fit properly (large gaps, too loose or too tight)</p>
 <p data-bbox="378 657 797 747">Masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face)</p>	 <p data-bbox="1065 657 1468 747">Masks made from materials that are hard to breathe through (such as plastic or leather)</p>
 <p data-bbox="378 804 764 863">Masks made with breathable fabric (such as cotton)</p>	 <p data-bbox="1065 804 1468 894">Masks made from loosely woven fabric or that are knitted, i.e., fabrics that let light pass through</p>
 <p data-bbox="378 951 792 1073">Masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)</p>	 <p data-bbox="1065 951 1295 978">Masks with one layer</p>
 <p data-bbox="378 1119 716 1146">Masks with two or three layers</p>	 <p data-bbox="1065 1098 1481 1125">Masks with exhalation valves or vents</p>
 <p data-bbox="378 1266 716 1293">Masks with inner filter pockets</p>	 <p data-bbox="1065 1245 1458 1272">Wearing a scarf/ski mask as a mask</p>

Guidance from the CDC:

How to wear a cloth face covering

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape



Regular cleaning of face covering

- Facemasks should be routinely washed depending on the frequency of use.
- A washing machine should suffice in properly washing a face covering.
- Individuals should be careful not to touch their eyes, nose and mouth when removing their face covering and wash hands immediately after removing.

Respirators and Surgical Type Masks

The following information comes directly from the CDC

If there is no date available on the facemask label or packaging, facilities should contact the manufacturer. The user should visually inspect the product prior to use and, if there are concerns (such as degraded materials or visible tears), discard the product.

Implement limited re-use of facemasks

Limited re-use of facemasks is the practice of using the same facemask by one individual for multiple encounters with different patients but removing it after each encounter. It is critical that you do not touch the outer surfaces of the mask during care and that mask removal and replacement be done in a careful and deliberate manner.

- The facemask should be removed and discarded if soiled, damaged or hard to breathe through.
- Not all facemasks can be re-used.
 - Facemasks that fasten to the provider via ties may not be able to be undone without tearing and should be considered only for extended use rather than re-use.
 - Facemasks with elastic ear hooks may be more suitable for re-use.
- Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean sealable paper bag or breathable container.

DANOS RETURN-TO-WORK PLAN:

In preparation for the governors' decisions, Danos has developed the policies and procedures outlined below for all our worksites (Gray, Larose, Lafayette, Broussard, Kenedy, Houston, Midland). The policies and procedures are in accordance with federal, state and local regulations and guidance, and informed by industry best practices.

PHASE 1 & 2 GUIDANCE FOR DANOS WORKSITE EMPLOYEES:

- **Remote work:** Managers are responsible for deciding who (if anyone) from their teams NEEDS to work from a Danos worksite. Remote work should be strongly encouraged for all employees whenever possible and feasible with business operations. If a manager determines that employees need to return to the worksite, the manager should have a plan in place that ensures social distancing, i.e., ensure employee work areas are at least six-feet apart, by leaving an open workstation between employees, where possible.
- **Monitor workforce for indicative symptoms:** All employees must complete Danos' electronic [COVID-19 questionnaire](#) prior to each worksite visit. If a response to a question triggers follow up action, Case Manager Frances Kosak will contact the employee and determine if he/she is fit to work or seek medical treatment. Symptomatic people will not be allowed to be present at a Danos worksite until cleared by a medical provider.
 - **Temperature checks:** Employees are expected to self-monitor their temperature daily. Employees with temperature above 99.5-degrees should contact Frances Kosak for additional screening.
 - **Employee contact-tracing following positive COVID-19 test results:** The Danos safety department tracks all survey responses and employees who have either encountered someone who has tested positive to COVID-19 or have tested positive themselves.
- **Social distancing and PPE:** all employees working at a Danos worksite must wear a mask when walking around. Employees working alone at their workstations can remove their masks. Employees are expected to provide their own masks. Guidance on how to make your own mask and how to properly wear a mask is available in Danos' [COVID-19 plan](#). If you are unable to provide your own mask and must come into the office, notify your manager.
- **Prevention:** To protect yourself and others, employees should use proper respiratory etiquette and hand hygiene such as:
 - Wash hands with soap for 20 seconds often
 - Avoid touching your face
 - Use alcohol-based hand sanitizer
 - Cough or sneeze towards the ground into your elbow
- **Worksite common areas:** (worksite break areas, HQ great room and workout area, etc.) are closed to ensure the safety and protection of our employees.

Kitchen areas – employees may pick up their lunch, use the microwave, etc. while maintaining strict social distancing protocol. Meals should be eaten at the employee’s workstation. Where feasible, tape will be applied to floors to help guide employees on the recommended six-foot spacing.

Conference rooms – occupancy should be limited to the number of people who can safely gather while maintaining six-feet of distance between each person. It is recommended that conference rooms only be used if absolutely necessary.

Elevator – one person in the elevator at a time. Maintain social distance while waiting for the elevator and when allowing others to disembark from the elevator.

- **Sanitation and disinfection of common and high-traffic areas:** cleaning crews assigned to each worksite are following established sanitation procedures:
 - Wiping down telephones, computer mice and keyboards, door handles and stair rails with disinfectant wipes.
 - Employees should regularly clean and disinfect their workstations by using the cleaning supplies provided. Employees should not bring cleaning supplies from home but use cleaning supplies provided by Danos to avoid damaging furniture finishes.
 - If you touch a common area (copy machine, light switches, coffee pot, ice maker, candy jar, etc.) wash your hands for 20 seconds or use sanitizer before touching anything else. Keep in mind that the virus enters through your nose, mouth and eyes.
- **Travel:** Only essential business travel is permitted. Approval from your supervisor is required for all work-related travel. Employees who do travel must adhere to the [CDC](#) travel guidelines.
- **Worksite visitors:** Non-business-related visitors will not be allowed to enter Danos worksites, i.e., children, spouses, friends, etc.
- **Vulnerable population**:** It is strongly recommended that employees who are considered vulnerable should not return to a worksite before the governor issues the phase 3 notice.

PHASE 3 GUIDANCE FOR DANOS WORKSITE EMPLOYEES:

Danos will allow unrestricted staffing at all worksites. Staff employees are encouraged to work remotely, from a Danos worksite, or a combination of both – whatever solution makes the most sense for your unique situation and has the support of your department manager. The aim is to allow employees the flexibility they need to meet work obligations while taking care of their families during this uncertain time. Employees should continue to work with their department managers regarding particular personal and department needs.

- **Monitor workforce for indicative symptoms:** Danos will continue to participate in the COVID-19 questionnaire. Please fill it out online daily before arriving to a work location and stay home if you are sick.

- **Social distancing and PPE:** The mandatory mask mandate is still in place. Masks are required when walking around office buildings but may be removed if physical distancing of 6' is taking place. Employees are expected to provide their own masks.
- **Worksite common areas:**
Worksite break areas, HQ great room and workout area will be open for use as long as they can be operated under physical distancing protocols and adhere to standard sanitation protocols.
Kitchen areas – employees may pick up their lunch, use the microwave, etc. while maintaining strict social distancing protocol. Meals may be eaten at the employee's workstation or in the great room.
Conference rooms – occupancy should be limited to the number of people who can safely gather while maintaining six-feet of distance between each person. It is recommended that conference rooms only be used if virtual meetings are not feasible.
Elevator – until further notice one person in the elevator at a time.
- **Worksite visitors:** In an effort to limit workplace exposure, non-business-related visitors will not be allowed to enter Danos worksites until further notice, i.e. children, spouses, friends, etc.
- **Prevention:** Please remember to keep your guard up. To protect yourself and others, employees should use proper respiratory etiquette and hand hygiene such as:
 - Wash hands with soap for 20 seconds often
 - Avoid touching your face
 - Use alcohol-based hand sanitizer
 - Cough or sneeze towards the ground into your elbow
 - Stay home if you are sick
- **Vulnerable population:** Vulnerable individuals can return to worksites at this time but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed. If you believe that you have a medical condition that would be complicated by symptoms of COVID-19, speak with your doctor about the requirements of your position and work environment. Notify Human Resources if your doctor places you under or recommends any restrictions to your work environment.

**Vulnerable individuals are defined as the senior population (while this is subjective, generally ages 65 and older) and individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

PHASE 4 REMOVAL OF RESTRICTIONS FOR DANOS WORKSITE EMPLOYEES:

As governors of individual states lift restrictions and mask requirements, please check the rules in your local area (city/county) and whether any federal mandates apply to where you will be going. Masks are required on public transportation and in federal buildings. All Danos employees are required to continue to abide by customer expectations. Danos COVID-19 policy will continue to follow CDC recommendations and OSHA regulations and recommend that each employee follows basic health guidelines. Managers will be responsible to help guide their employees through customer expectations. Even though restrictions are lifted, employees may choose to continue to wear masks.

COVID-19 Vaccine

- The vaccine is being distributed in phases, each state with their own requirements and timeline. Our industry, energy, is listed in Phase 1C which is expected to roll out in April 2021. More information is available on [The Pipeline](#).
- Receiving a vaccine is voluntary; however, some customer policies lessen COVID-19 requirements for an employee who has received an FDA/EUA approved vaccine.
- Reporting COVID-19 vaccination: You may report to your manager and/or email a copy of the COVID-19 Vaccination Record to HR at medical@danos.com.

January 2022 Update

We have updated our COVID-19 policy to reflect these changes:

- Regardless of vaccination status, individuals testing positive **with** COVID-19 must isolate for five days. IF asymptomatic or their symptoms are resolving (without fever for 24 hours), they may leave isolation, but continue to wear a mask five additional days. If symptoms are not resolving, continue to isolate.
- Individuals who are **exposed** to COVID-19 who are: unvaccinated, or are more than six months out from their second Moderna or Pfizer dose or more than 2 months out from their J&J vaccine and not yet boosted, must quarantine for five days followed by strict mask use for an additional five days.
- Individuals who have received their booster shot do not need to quarantine following an exposure if they have no symptoms; however, shall wear a mask for 10 days after the exposure.