



SAFE PASSAGE PROGRAMME

Guidelines

Issue 03
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London Office:

1st Floor, Paternoster House, 65 St Paul's Churchyard, London EC4M 8AB

Tel: 020 7802 2400

Aberdeen Office:

Exchange 2, 3rd Floor, 62 Market Street, Aberdeen, AB11 5PJ

Tel: 01224 577250 Fax: 01224 577251

info@oilandgasuk.co.uk

www.oilandgasuk.co.uk

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List of Abbreviations

Abbreviations	Definitions
COVID-19	Coronavirus
HPS	Health Protection Scotland
NUI	Normally Unmanned Installation
OGUK	Oil & Gas UK
OI	Offshore Installation
PAX	Passengers
POB	Personnel on board
PSG	Pandemic Steering Group
UKCS	United Kingdom Continental Shelf

Version Control

Issue	Previous issue	Change
Issue 02 May 26th 2020	Old template	Re-formatted and updated template
Issue 03 3 rd September 2020	Changes to government recommendations to isolation and language used for individuals at risk.	Updated to reflect UK Gov changes to isolation period and removed references to 'vulnerable' and replaced with 'at risk'.

1 OGUK Safe Passage Programme

1.1 Objective of Safe Passage Programme Guideline

The objective of this OGUK Guideline Document is to present a single, industry-endorsed, fit-for purpose 'Safe Passage Programme' for key oil and gas workers, prioritizing health & well-being, and which is intended to provide guidance and awareness to the industry, whilst at the same time provide reassurance to workers and their families.

1.2 Background to COVID-19

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It was first identified in December 2019 in Wuhan, China, and has since spread globally, resulting in an ongoing pandemic. As of 3rd September 2020, more than 26.1million cases have been reported across 187 countries and territories, resulting in more than 864,000 deaths.

Accordingly, government across the globe, including the UK, sought to develop and implement national policies and procedures to combat the spread of the virus.

As outlined by Health Protection Scotland, the UK is currently operating in a "delay" phase of pandemic management due to being in a period of sustained virus transmission in the population. This is characterised by social distancing, restrictions on movement and minimising unnecessary travel. This phase will continue until there is reliable evidence that virus transmission has reduced sufficiently to justify a return to a policy of testing, tracking and isolation of contacts.

The UK and Scottish governments have adopted a policy of social distancing but recognise that there are essential services where the recommended social distancing measures cannot be applied as rigorously as in the general population. Employers of workers in such essential services are urged to carry out risk assessments with the aim of reducing COVID-19 risk by:

- Reducing staffing levels to the lowest possible number required to maintain the production of essential goods and,
- Considering how to minimise close contact through the use of shift systems, ceasing of non-essential tasks, and implementing social distancing in living, eating, and working premises.

The Oil & Gas Industry has been recognised as one such 'essential service' and those employees directly concerned with activity on and offshore, in the recovery, generation and processing of hydrocarbons have been identified as 'key workers'.

As such, many of the roles cannot be undertaken remotely and accordingly industry personnel are required to travel to and from their place of work.

N.B. Employers are still obliged as normal to ensure the safety of staff generally and minimise the risk of accidents and other dangerous occurrences.

As noted by HPS, there are approximately 190 offshore installations (OIs) operating on the UK continental shelf, 100 of which are manned and the others normally unmanned installations (NUI), which do not have accommodation or medical facilities but do have workers visiting as required.

Manned installations typically on average have a population of 100 people on board (PoB) and have frequent crew changes. The offshore workforce comes from across the UK with Scotland and England accounting for about 90% of offshore personnel, with 8-9% having homes overseas. It is therefore common for personnel to travel significant distances from their home to their place of work

1.3 OGUK response to COVID-19 – Safe Passage Programme

In immediate response to the COVID-19 threat, OGUK convened a Pandemic Steering Group (PSG) comprising representatives from key industry stakeholder groups to develop a consistent and effective industry response to the developing pandemic.

Thereafter, a series of associated Sub-Groups were initiated to address specific technical areas of operational activity. One such Sub-Group was the Logistics Sub-Group, comprising broad representation from OGUK Members, the overarching strategy for which, is as follows:

“Develop and implement a single, industry-endorsed, fit-for purpose ‘Logistics Programme’ for the movement of each of people, transportation and materials management, which seamlessly align with other aspects of PSG governed activity in response to COVID-19.

Such a ‘Logistics Programme’ is intended to ensure ‘Safe Passage’ for personnel (prioritizing health & well-being) and to establish the controlled movement of materials in a consistent and efficient manner.

In so doing, the ‘Logistics Programme’ is intended to provide guidance and awareness to the industry, whilst at the same time provide reassurance to workers and their families”.

In pursuit of these objective, the Logistics Sub-Group was purposed into the following three Work Streams with Work Stream I concerned primarily with the development and publication of this document, the ‘Safe Passage Programme’.

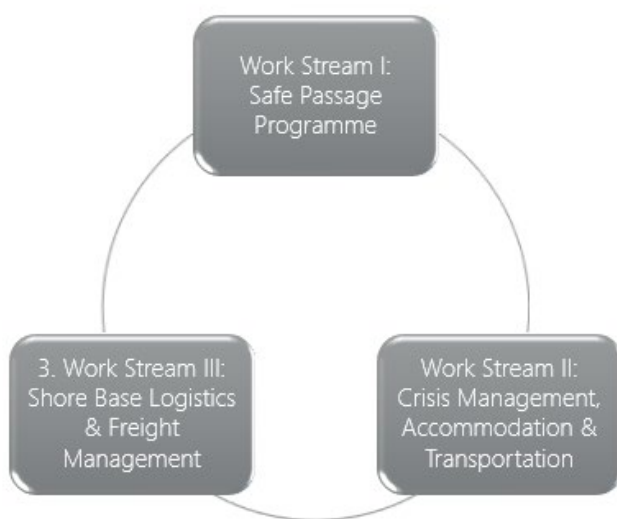


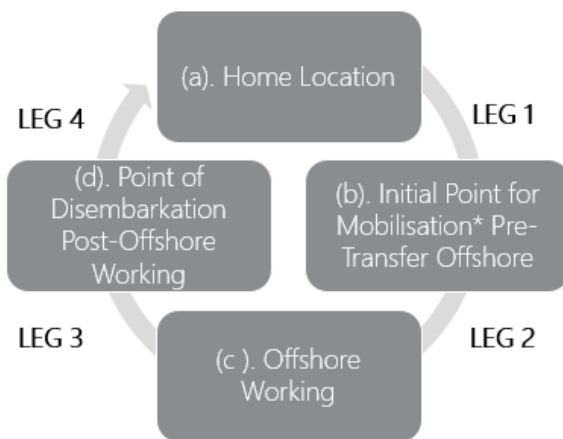
Figure 1 – Safe Passage Programme

In arriving at this ‘Safe Passage Programme’ document, the Logistics Sub-Group reviewed and evaluated comparable documents and programmes from OGUK Members before arriving at this single industry-endorsed, fit-for purpose guideline.

1.4 Scope of Safe Passage Programme Document

As stated above, the objective of this document is to present and detail a ‘Safe Passage Programme’ for key workers in the Oil & Gas Industry from their home location to their place of work and home again.

The following schematic is intended to illustrate in simple terms such an end-to-end journey:



* - Pre-Mobilisation Testing or Heliport or Dockside

Figure 2 ; End-to-End journey

Accordingly, when defining the parameters of this version of the OGUK Guideline, please note the following:

1.5 In-Scope Elements of the Document

The breadth of the Guideline includes the movement of a key worker at the commencement of their work assignment from their ‘home location’ to ‘initial point for mobilisation pre-transfer offshore’, as per Leg 1 in the schematic above. Please note that this ‘initial point’ may be either a testing centre or a heliport or a quayside.

Additionally, the Guideline addresses the movement of a key worker at the conclusion of their work offshore from the ‘point of disembarkation post-offshore working’ to return to ‘home location’, as per Leg 4 above.

With regards to ‘employee residence’, this Guideline addresses a UK domiciled key worker, where ‘home location’ is defined as an address on UK mainland, point of entry to UK mainland or accommodation address on UK mainland.

‘Key worker’ status for this document covers each of: Employees, Contractors and Personal Service Companies and assumes that the ‘working schedule’ for all is offshore.

1.6 Out-of-Scope Elements of the Document

The Guideline does not specifically address the movement of a key worker from 'initial point for mobilisation pre-offshore transfer' to 'offshore assignment', as per Leg 2 in the schematic above; nor does the Guideline address transfer from 'offshore working' back to 'point of disembarkation post-offshore working', as per Leg 3.

Furthermore, this Guideline does not address pre-deployment health checks or medical testing. Additionally, the process for the electronic transfer of pre-mobilisation travel information and / or medical testing data into Vantage POB is excluded from this document.

Practices relating each of these items are undoubtedly vitally important and are addressed in separate cover by other OGUK PSG Sub-Groups.

Please note that this document does not address non-UK domiciled key workers and their transfer from miscellaneous international locations into the UK. Nor does the document, at this time, specifically address onshore day working.

1.7 Health Classifications of Key Workers

The OGUK PSG in conjunction with its Members have developed the following risk categorisation system for helicopter travel for key workers, which will be referred to within this document:

- Category A (asymptomatic person)
- Category B (asymptomatic contacts of a case)
- Category C (case with mild symptoms), and
- Category D (case with life-threatening symptoms)

1.8 OGUK Guideline Governance

This Guideline, as with all OGUK Guidelines, will be subject to formal document control procedures and amendments.

The prevailing governance for this Guideline will be via the legislation and guidance of both the UK and Scottish Governments and their associated agencies to include, but not limited to, PHE (Public Health England) and HPS (Health Protection Scotland).

Changes and updates in Government Policies & Procedures will lead to associated revisions of the document, where appropriate to do so.

The scope of this inaugural Guideline is currently restricted and limited to offshore working. Subsequent controlled releases of this Guideline will include onshore working for key staff.

2 OGUK Safe Passage Programme Guideline – Leg 1

This section of the Guideline details the movement of a key worker at the commencement of their proposed work assignment from their 'home location' to 'initial point for mobilisation pre-transfer offshore'.

2.1 Introduction: Key Worker – Authorisation to Travel

Production from the UKCS is a key part of the UK's national energy security.

The UK Government has mandated that, wherever possible, work should be undertaken remotely, but they have also recognised that where they cannot – as with offshore oil and gas production and roles at certain key onshore terminals – then they should be done in the workplace in a way that minimises the risk of infection.

As part of a strategically important industry, if identified by their employer as unable to work remotely, key workers will be allowed to travel to your place of work. However, before travelling, consideration should be given to the length of journey, any overnight accommodation requirements, and any increased risks from fatigue, and any heightened risk of COVID-19 exposure.

Accordingly, a standard formal letter of permission has been drafted to authorise travel and is available to download via the OGUK Members' on-line portal: <https://oilandgasuk.co.uk/>

2.2 Key Workers Health Status

Both government guidance and travel arrangements for individual organisations are liable to change and amendment to prevent COVID-19 transmission. All persons planning to go offshore should be given appropriate advice prior to arrival for embarkation. Accordingly, all individuals should confirm preparations with their employer before leaving home.

As per HPS direction, the advice should:

- Be consistent with current advice in the UK that where a person has symptoms consistent with COVID -19 they should self-isolate at home in line with government requirements
- Emphasise that anyone who is in a household where someone has developed symptoms consistent with COVID -19 should not go offshore until after 14 days have elapsed from the onset of those symptoms or, if the worker subsequently develops symptoms in that 14 day period, after 10 days from the onset of their own symptoms.
- Make it clear that anyone presenting with symptoms consistent with COVID-19 will not be allowed to travel offshore

In summary therefore, at the time of leaving their home location, only key workers, who are Category A (asymptomatic persons) should travel to their point of mobilisation.

2.3 Pre-Mobilisation Travel Information

Each employer / operator may communicate with key workers via standard internal process, confirming forthcoming travel arrangements. This can be in the form of text notifications, email, phone calls, communication to employing company or notification via Vantage / 'MyVantage' application. This may include details to attend a pre-mobilisation testing facility, where appropriate. It is therefore essential that all key workers proactively consult with their employing organisation prior to leaving their 'home location'.

2.4 Public Transport

UK Government policy on this matter is unequivocal - when travelling everybody (including key workers) should continue to avoid public transport wherever possible. If they can, people should instead choose to cycle, walk, or drive, to minimise the number of people with whom they come into close contact.

Further, the UK Government guidance advises:

- Consider all other forms of transport before using public transport.
- Before and during your journey, check with your transport operator for the latest travel advice on your route
- Public Health England recommends keeping a 2-metre distance from other people, where possible. Where this is not possible you should keep the time, you spend nears others as short as possible and avoid physical contact.
- There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not yet developed symptoms. This is most relevant for short periods indoors in crowded areas.
- Wear a face covering if you need to use public transport.
- A face covering is not the same as the surgical masks or respirators used by healthcare and other workers as part of personal protective equipment. These should continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings, like those exposed to dust hazards.

For key workers, internal policy should be consulted to understand whether employing company permits public transport.

2.5 Private Transport

Current UK Government policy makes no specific mention of private transport; nonetheless, it remains a recommended mode of transport by the PSG Logistics Sub-Group.

OGUK list details for private transport service providers for each of the primary UKCS mobilisation locations, namely: Aberdeen, Blackpool, Humberside, Norwich, Inverness and Sumburgh.

Beyond geographical location, the OGUK listing segments transport service provides both by vehicle type and health status of employee, as follows:

- Category A (asymptomatic person)
- Category B (asymptomatic contacts of a case)
- Category C (case with mild symptoms),

Please note that whilst OGUK can share information of this nature at the time of the COVID-19 pandemic, they are unable to endorse or recommend particular options or services. Accordingly, potential customers must always rely on their own due diligence.

It is anticipated that all bookings will be made via established protocol, currently in place with recognised travel providers.

Increased mobility means the Government is now advising that people should aim to wear a face-covering in enclosed spaces where social distancing is not always possible and they come into contact with others that they do not normally meet, for example in private transport. Homemade cloth face-coverings can help reduce the risk of transmission in some circumstances. Face-coverings are not intended to help the wearer, but to protect against inadvertent transmission of the disease to others if you have it asymptotically.

A face covering is not the same as a facemask such as the surgical masks or respirators used as part of personal protective equipment by healthcare and other workers. These supplies must continue to be reserved for those who need it.

2.6 Travel by Car

Car travel is regarded as a preferred mode of transport by some, but not all, of OGUK Members.

Where it is approved, it is recommended that a journey management plan or travel risk assessment should be in place prior to travel with consideration given to the length of journey, any overnight accommodation requirements, and any increased risks from fatigue, and any heightened risk of COVID-19 exposure (e.g. during overnight stays).

Travel using a personal vehicle is permitted, as long as the individual does not car-share with anyone out-with their household; whilst a hired vehicle may be permitted as long as, again, there is no car sharing with anyone out-with their own household. In summary, car sharing with personnel from a different household is strongly discouraged

2.7 Accommodation

Where accommodation may be required in the 'leg' from 'home location' to 'initial point for mobilisation pre-transfer offshore', OGUK list details for private accommodation service providers for each of the primary UKCS mobilisation locations, namely: Aberdeen, Blackpool, Humberside, Norwich, Inverness and Sumburgh.

Beyond geographical location, the OGUK listing segments accommodation service provides both by vehicle type and health status of employee, as follows:

- Category A (asymptomatic person)
- Category B (asymptomatic contacts of a case)
- Category C (case with mild symptoms),

Again, as per above, please note that whilst OGUK can share information of this nature at the time of the COVID-19 pandemic, they are unable to endorse or recommend particular options or services.

It is anticipated that all accommodation bookings will be made via established protocol, currently in place with recognised travel providers.

Accordingly, potential customers must always rely on their own due diligence; however, this OGUK Guideline would propose that all three parties assume the following responsibilities to help limit the spread of the pandemic:

- Accommodation providers adhere to published UK Hospitality Governance regarding COVID-19
- Client organisations booking accommodation provide an 'Accommodation Check-Lists of Dos & Don't' for all key workers prior to check-in
- Key workers adhere to personal principles outlined by Government to lower the risk of transmission of the virus, whilst in public

3 OGUK Safe Passage Programme – Leg 4

This section of the Guideline details the movement of a key worker at the conclusion of their work assignment from the ‘point of disembarkation post-offshore working’ to return to ‘home location’, as per Leg 4 above.

3.1 Key Worker Departure from Offshore Installation

Key workers are intended to depart from an offshore installation and return to shore at the end of a scheduled rotation. Under certain circumstances, a key worker, due to certain changes in their health status may be required to be transported back onshore earlier than scheduled for specialist medical treatment.

The basis for identifying and managing changes in worker health status offshore and the process for arranging and delivering appropriate transportation is explicitly detailed in work of the OGUK PSG Aviation Sub-Group, undertaken in conjunction with the OGUK PSG Health Sub-Group and is not addressed in this Guideline.

Instead, this Guideline will present process for the ‘Safe Passage’ of each of the following health categories of key workers upon their return from an offshore installation:

- Category A (asymptomatic person)
- Category B (asymptomatic contacts of a case)
- Category C (case with mild symptoms),

This Guideline recommends that it be the operator’s responsibility to ensure an ‘Onward Travel Plan’ is developed and shared with Category B and Category C key workers prior to demobilisation from the offshore installation. Category A key workers need no formal ‘Onward Travel Plan’ but should be cognizant of their organisations’ Travel Policy, specifically during the time of the pandemic.

3.2 Key Worker Departure from Offshore Installation – Category A

Asymptomatic persons will transfer from the offshore installation following standard practice. Where no suspect case presents during the in-bound transportation, upon arrival, key workers will disembark as usual. All people arriving from an offshore installation should be given information consistent with UK Government advice on respiratory and hand hygiene measures, and on self-isolation.

Thereafter, the key worker, as per the prescribed detail within a ‘Travel Policy’ may make the journey back to their ‘home location’.

As per Section 2 of this Guideline, the following key principles apply:

- A standard formal letter of permission to authorise travel is at hand
- Public transport, wherever possible, should be avoided. If necessary, however, it is recommended to keep a 2-metre distance from other people, where practicable and to wear a face covering, where possible
- Private transport remains a recommended mode of transport by the PSG Logistics Sub-Group

- Where car travel is approved, it is recommended that a journey management plan or travel risk assessment should be in place prior to travel
- Where required, it is anticipated that all accommodation bookings will be made via established protocol, currently in place with recognised travel providers.

3.3 Key Worker Departure from Offshore Installation – Category B

Category B key workers, themselves asymptomatic but with contact to an individual displaying symptoms, will transfer from the offshore installation via CMED aircraft and will require that an individual 'Onward Travel Plans has been provided prior to flight.

A 'Category B' key worker, who had they been at home, would be self-isolating because someone else in their household was 'symptomatic'. The objective therefore is to enable such workers to return ashore to self-isolate at their home location.

Thereafter, the key worker, as per the prescribed detail within an 'Onward Travel Plan' may make the journey back to their 'home location'.

As per Section 2 of this Guideline, the following key principles apply:

- A standard formal letter of permission to authorise travel is at hand
- Public transport, wherever possible, should be avoided. If necessary, however, it is recommended to keep a 2-metre distance from other people, where practicable and to wear a face covering
- Private transport remains a recommended mode of transport by the PSG Logistics Sub-Group
- Where car travel is approved, it is recommended that a journey management plan or travel risk assessment should be in place prior to travel
- Where required, it is anticipated that all accommodation bookings will be made via established protocol, currently in place with recognised travel providers.

It is expected that Category B key workers will demonstrate extra vigilance than normal on the journey to their 'home location'.

3.4 Key Worker Departure from Offshore Installation – Category C

For key workers displaying symptoms, upon arrival, they should be disembark, minimise contact with other persons, especially aircrew, and in a way to minimise contact with others in the heliport to await onward transport: preferably beginning the journey to isolation from airside.

Under these circumstances, key worker should travel to an appropriate place to allow self-isolation aligned with Government requirements. This may be at home or in another location supplied by the duty holder/employer and should be detailed in the worker's Onward Travel Plans'

Persons returning home to self-isolate should not use public transport. Where possible they should minimise contact with others. They may use their own transport for journeys of up to 1 hour. If it is not possible to use private transport, then a taxi may be contracted.

The patient should wear a FRSM if available, and if not available, to take any other reasonable measures to cover their mouth and nose, for the duration of any journey.

As per Section 2 of this Guideline, the OGUK COVID-19 Hub Site provides details for each of crisis management organisation and accommodation and transportation service providers, who may be utilised in keeping with the details of an individual's 'Onward Travel Plan'.



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OGUK Guidelines

Member companies dedicate specialist resources and technical expertise in developing these guidelines with Oil & Gas UK with a commitment to work together, continually reviewing and improving the performance of all offshore operations.

Guidelines are free for our members and can be purchased by non-members.

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