Offshore Systems, Inc.
Outbreak Management Policy

Purpose

This policy is to provide direction to OSI employees on maintaining personal safety and business functions while controlling any potential or confirmed COVID-19 outbreaks at the OSI facility in Dutch Harbor.

Current Status Report – February 28, 2022

Throughout the pandemic, OSI has relied on CDC recommendations to manage our response to COVID-19 at our facility and corporate offices. As the pandemic runs its course, OSI will continue to follow CDC guidelines to determine the safest and most practical approach to managing COVID-19.

On February 25, 2022, the CDC adopted a COVID-19 Community Level tool to help communities decide what prevention steps to take based on the latest data. Levels can be low, medium or high and are determined by looking at hospital beds being used, hospital admissions and the total number of new COVID-19 cases in any given area.

The following preventative steps shall be followed based on the current COVID-19 Community Levels of Low, Medium and High:

LOW: Stay up to date with COVID-19 vaccines and get tested if you have symptoms

MEDIUM: Stay up to date with COVID-19 vaccines and if you are at high risk for severe illness, talk to your healthcare provider about whether you need to wear a mask and take other precautions.

HIGH: Wear a mask indoors in public. Stay up to date with COVID-19 vaccines and get tested if you have symptoms. Additional precautions may be needed for people at high risk for severe illness.

To monitor COVID-19 Community Levels, please click on this link:

https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html

On February 28, 2022, the CDC Community Levels for Dutch Harbor, AK and Kirkland, WA are listed as LOW. Masks are currently not required to be worn indoors.

We will continue to monitor and provide updates if our Community Level Changes.

COVID-19 Outbreak Summary

The United States and many other countries worldwide are taking measures to address Coronavirus Disease 2019 (COVID-19) to prevent its spread and treat those impacted. In addition, the World Health Organization (WHO) and the Centers for Disease Control (CDC) are issuing frequent advisories and guidance on the outbreak. As more is learned about this disease, we know that there is the potential for it to spread from person to person contact as well as by contact with surfaces that people who have the COVID-19 infection have touched. COVID-19 can cause illness ranging from mild to severe and could, in some cases, be fatal. Symptoms typically include fever, cough and shortness of breath. Some people who are referred to as asymptomatic will have no symptoms at all but will still be contagious. **Symptoms can appear in as little as 2 days to as many as 14 days after exposure.**

OSI has developed this Outbreak Management Policy to address how to limit the impact of COVID-19 on our personnel and business operations.

Proper Hygiene

The best defense against COVID-19 includes proper hygiene and frequent handwashing:

1. Frequent and thorough hand washing using soap and running water for at least 20 seconds taking care to cover all areas of the hand, in between fingers and underneath fingernails.
2. If soap and water are not available, hand sanitizers containing a minimum of 60% alcohol are a good second choice.
3. Cover your cough and/or sneezes with a tissue or your elbow to control any mist. Remember to wash your hands after coughing or sneezing using soap and water.
4. Use antibacterial wipes (like *Clorox* wipes) or soap and water to wipe down tools you are going to use or work with and eating surfaces as appropriate.
5. Provide customers and the public with tissues and trash receptacles to control used tissues and encourage proper disposal.
6. Avoid touching your face, eyes, nose or mouth.

Mask Usage

Current CDC guidelines recommend wearing a mask or face covering if the Community Level in the area reaches HIGH. When selecting a mask:
1. Ensure masks fit snugly against your nose, mouth and chin. Nose wires, the metal strip along the top of the mask, are helpful in preventing air from leaking out of the top of the mask.
2. Choose a mask with multiple layers of breathable fabric to keep your respiratory

droplets in an others' droplets out. Avoid any masks made of materials that make it hard to breath, such as vinyl.

3. Ensure the mask completely covers your nose and mouth when you are wearing it.
4. If you are wearing a gaiter or other similar type of neck covering, fold it over in over to provide two layers of protection.
5. Avoid masks with exhalation valves or vents which allow virus particles to escape.
6. When taking off masks, handle the mask by the ear loops or ties. Avoid touching your eyes nose and mouth when removing your mask and wash your hands immediately after removing.
7. Wash cloth masks often and throw away disposable masks after daily use.

Elevated Safety Protocols (as required)

Elevated Safety Protocols shall be observed at the discretion of Facility Manager when threat levels are elevated and shall be based on recommendations from regulating agencies, law enforcement and healthcare professionals. During Elevated Safety Protocols the following steps shall be taken:

1. The OSI office shall be closed to all outside traffic. All Vendors or Customers shall call the office for all service requests. By phone - 907-581-1827; by VHF, Channel 09 for OSI & Channel 01A for AFS.
2. OSI shall be staffed with limited personnel with employees working from home when possible.
3. All personnel shall maintain the CDC recommended guidelines for safe distancing and ensure they maintain a six-foot distance from other people. When it is not possible to maintain the safe 6-foot distance, masks or other face coverings shall be used.
4. All group gatherings shall be suspended and daily safety meetings shall be conducted in open areas observing recommended social distancing practices.

Enhanced Safety Protocols for Tally Personnel (as required)

During vessel offloads, Tally personnel shall observe the following enhanced safety practices to ensure proper social distancing and minimizing the potential for exposure:

1. Only one OSI tally person and one vessel tally person shall be allowed to come into contact with each other.
2. Both tally personnel shall wear masks and gloves during tally activities.
3. Disposable masks and gloves shall be immediately disposed of with careful attention being given to not touching the outside of the gloves or masks during removal. Reusable masks shall be washed/disinfected after use.

4. Tally personnel should only stand within 6 feet of each other during critical tally activities. During slack time, the minimum distance of 6 feet shall be observed.
5. OSI shall provide masks and gloves to tally personnel to be in compliance with these enhanced safety protocols.

Updated Travel Quarantine Policy – effective 12/31/2021

OSI shall observe all travel quarantine guidelines established by the CDC, the State of Alaska and the city of Unalaska.

At this time per City of Unalaska guidelines, there are no travel restrictions into Unalaska / Dutch Harbor and no rules for testing or quarantine. Incoming travelers are encouraged to quarantine and monitor for illness after arrival and to get tested if symptoms develop.

Security Checkpoint (as required)

A Security Checkpoint shall be established at the discretion of facility management to add an extra layer of security to the facility when deemed necessary due to elevated outbreak levels. The following steps shall be taken when a Security Checkpoint is active as OSI:

1. A designated security checkpoint with a lit guard shack shall be established at the entrance to the terminal, close to Tank 1.
2. The security checkpoint shall be staffed with a security guard who will be responsible for stopping all unmarked vehicles and foot traffic to ascertain their business at the facility.
3. Marked and known vehicles of vendors and customers shall be allowed access to the facility without stopping.

Temperature Checks

As of 06.01.2021 – Temp Checks are not required until further notice.

Suspected and/or Verified Exposure

Any employee who exhibits any of the COVID-19 symptoms shall self-report to their manager. If the employee is at home, they will remain there and notify their personal health care provider. If they are at work, they will notify their supervisor and the following actions shall be taken:

1. The employee shall be removed from the work area and isolated.
2. Facility management and the HSE Manager shall be immediately informed of the event so guidance from medical/health professionals can be obtained concerning removal

from the work site.

3. Fellow workers will be identified, contact tracing shall commence and potential exposure shall be documented.
4. The work area will be isolated and cleaned with appropriate cleaning agents using suitable cleaning protocols for site decontamination.
5. Coordination with the local health authorities shall be performed for confirmation and notification of testing and reporting.
6. Management will implement emergency response procedures.

Continual Outbreak Management

OSI shall routinely review and adjust response protocols in accordance with City of Unalaska, State of Alaska, and Federal CDC guidelines throughout the duration of the current COVID-19 outbreak.

Contact Phone Numbers

Facility Manager	**Santiago Ramirez**	**907-581-1827 ofc**
	Cell Phone	**907-359-2833**
Operations Manager	**Jose Villegas**	**907-359-2890**
AFS Fuel Manager	**Scott McCracken**	**907-359-1827**
HSE Manager	**Paula Cottrell**	**907-244-0045**
Executive Vice President	**Jeff Savage**	**206-963-6152**
Chief Operations	**Nick Reed**	**406-885-2381**