

BP Employees please visit Atlas' Cross Hub Records Center and refer to the Mobilization and De-Mobilization Procedure for bp Sites. <<https://atlaswest.bpglobal.com/gom/xhubrcs/default.aspx>>

Valued Contractors,

Personnel safety and wellbeing is core to our principles and is essential in our decision making during the coronavirus (COVID-19) pandemic. We are taking action to mitigate the risk of personnel contracting COVID-19 offshore.

Contractor personnel travelling offshore to our Atlantis, Na Kika, Thunder Horse and Mad Dog assets are asked to travel to a designated testing location in the Houma area for COVID-19 testing. The procedures described below are to remain in effect until such time that a new instruction is sent to you.

Note: Carpooling to the initial testing location will result in release of all parties in the case of anyone testing positive for COVID-19.

The Offshore POB/Logistics Coordinator will provide the **designated testing location** and **assigned hotel** for quarantine. bp has secured dedicated quarantine hotels. Contractor personnel are required to **undergo COVID-19 testing** and stay in quarantine for **5 24-hour periods**. Post initial testing each individual **shall immediately report to his/her assigned hotel**. The Swab (PCR) Test must result in a negative to be cleared for mobilization to a bp Offshore Facility.

During the period of quarantine, individuals are asked to continue to behave in accordance with contractual requirements and adhere to the principles in the bp Code of Conduct. In order to ensure the safety of all personnel as well as the success of the quarantine program, please ask your employees to familiarize themselves with the quarantine guidelines which are not limited to, but include:

- **No Visitors.** Do not invite any guests to the hotel. No deliveries of any kind will be accepted.
- Catering is provided onsite. Site management will try to accommodate dietary restrictions.
- Stay in your room as much as possible. Rooms have been cleaned and disinfected prior to your arrival. **Do not enter rooms other than your assigned room.**
- If you leave your room, practice social distancing and try to maintain 6 feet of distance from other people. **Always avoid congregating.**
- Do not leave the hotel property. **All personnel quarantining to travel offshore who depart from hotel grounds will not be allowed back onsite.**
- The hotel gym, pool, and other amenities may be open. Consult the Hotel PIC.
- Elevators are limited to a maximum of 2 people.
- Personal drinks / snacks are permitted to be brought into the hotel.

Additional guidelines will be provided during Hotel Orientation. Failure to follow the quarantine guidelines may result in an individual being prohibited from working at a bp offshore facility.

If you have additional questions, please contact your Contract Accountable Manager (CAM) or bp PSCM representative for further clarification.

We value and thank you for your support in making our offshore assets safe.

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