



## **Nordcon Corona Policy**

### **1. Situation**

Spread of the coronavirus contagion is now taking place both in Norway, Canada and internationally. The public health authorities have a strategy to handle the situation so as to avoid many people becoming seriously ill at the same time, to avoid overburdening health service resources and to ensure that we as a society do as much as possible to protect those who are most vulnerable and at risk of becoming seriously ill. The health authorities have consequently introduced several measures to limit and check the spread of contagion, including quarantine and isolation.

### **2. Objective**

The objective of this document is to communicate the Nordcon instructions for which steps we as a company are taking to safeguard our social responsibility to curtail the spread of contagion as well as to maintain our business activities in the situation at hand where the contagion is spreading.

### **3. Hygiene and distance**

All employees must exercise good hand hygiene and coughing habits (cough in your elbow) in accordance with information from Public Health authorities.

Avoid close contact with others and refrain from shaking hands or hugging.

### **4. Suspected contagion and confirmed infection**

If you have been in areas with prolonged spread of coronavirus, you must stay at home and not come to the office for 14 days, even if you feel healthy. This requirement has retroactive effect. For example, if you returned home from exposed areas ten days ago, you must stay home for four days. You should be watchful for signs of respiratory infection for 14 days after you left the area. If you become ill, you must contact your doctor.

If you have been in close contact with a person who has been infected, you must not come to the office, but work from home. You will be ordered to remain in quarantine by the public health authorities and you must comply with the quarantine provisions. (the rules might vary from Canada to Norway)

If you have been infected, you must not come to the office. If you are symptom-free; that is, if you feel healthy despite the fact that you are a carrier of the infection, you can work from home. You must, of course, consult a doctor regarding your condition. Furthermore, the doctor must confirm that you are healthy and free of contagion before you can return to the office.

**You must inform Management immediately if you have a confirmed case of corona infection.**

### **5. Home office**

As from Monday 9<sup>th</sup> of March the main rule in Nordcon is that all employees shall work from home office. Field operations should be kept to a minimum, and there should be as few people at well sites at the same time as possible.

#### **6. Travel and commuting**

All international and domestic flight travel is prohibited until further notice. All public travel such as busses, trains and boats should be avoided until further notice.

The company should utilize Teams as much as possible for internal and external meetings/communication

#### **7. Conferences, gatherings, meetings and courses**

Participation in Conferences, gatherings and meetings must be avoided.

Consider whether participation on courses, also statutory courses is necessary.

#### **8. Welfare Activities**

All welfare activities will be canceled for now.