

Dear Colleagues!

As part of the restrictive, organisational, sanitary/ anti-epidemic, and precautionary measures being put in place to prevent the spread of COVID-19 during crew changes across the Sakhalin-2 assets, Sakhalin Energy has developed the following measures and recommendations.

The company has set up a 24/7 hotline that you can reach by dialling +7 914 759 47 11 to get any further information.



ATTACHMENT

Contact details of local RPN advice centres across Russia

#	Region	RPN Hotline
	National RPN Advice Center	+7 800 555 49 43 (Rus/Eng)
1	Sakhalin Oblast	+7 800 300 65 03 (ext.8) 1 300 (ext.8)
2	Saint Petersburg / Leningrad Oblast	+7 (812) 448 04 00
3	Moscow / Moscow Oblast	+7 800 555 49 43 (Rus/Eng)
4	Republic of Bashkortostan	+7 (34727) 9 91 20
5	Krasnodar Krai	+7 800 200 03 66 +7 918 677 49 89
6	Khabarovsk Krai	+7 (4212) 27 47 67
7	Arkhangelsk Oblast	+7 (8182) 66 99 07 +7 (8182) 20 54 91
8	Primorsky Krai	+7 (4232) 54 82 10
9	Kaliningrad Oblast	+7 (4012) 53 69 42
10	Astrakhan Oblast	+7 800 200 33 09 +7 (8512) 33 98 97
11	Tyumen Oblast	+7 800 302 26 70
12	Tomsk Oblast	+7 800 350 88 50
13	Volgograd Oblast	+7 (8442) 24 36 30
14	Republic of Tatarstan	+7 800 222 59 00
15	Irkutsk Oblast	+7 800 350 26 86
16	Stavropol Krai	+7 800 700 88 26
17	Khanty-Mansi Autonomous Okrug	+7 800 100 86 03
18	Samara Oblast	+7 800 302 21 63
19	Perm Krai	+7 (342) 211 48 48
20	The Chuvash Republic	+7 (8352) 58 24 48, +7 (8352) 58 51 66
21	Saratov Oblast	+7 800 100 18 58 +7 (8452) 20 18 58
22	Orenburg Oblast	+7 800 302 50 50
23	Sverdlovsk Oblast	+7 (343) 312 08 81
24	Nizhny Novgorod Oblast	+7 910 397 41 28
25	Novosibirsk Oblast	+7 800 350 50 60



LEAFLET FOR ROTATIONAL STAFF PLANNING TO TRAVEL TO WORKSITE



Hotline on COVID-19

 +7 914 759 47 11

www.sakhalinenergy.com

I. BEFORE DEPARTURE

To enter Sakhalin Oblast, a company or contractor employee who has no official residency or registration and/or does not own residential real estate should provide the following documents:

► Copy of the valid employment agreement

► Digital pass issued to individuals who perform work or business-related duties in Sakhalin

Three work days prior to the scheduled arrival date, the rotational personnel entering the territory of Sakhalin Oblast should visit portal <https://dp.sakhalin.gov.ru> to check whether the application status of the digital pass is shown as “Confirmed” and download corresponding QR code. To do so, you should enter your cell phone number in the “Check application status using your cell phone number” box and click the “Check” button.

Application status will appear in the top right corner. If your application has been approved, a QR code download link will appear. You should save the QR code on your phone or print it out and take it with you. We recommend that you visit <https://dp.sakhalin.gov.ru> on the day of departure and re-check your application status.

If, for some reason, you cannot download or print out your QR code, you will need to go to a digital pass activation counter at your destination airport and present the counter staff with your passport, your official company-issued proof-of-employment certificate, and your cell phone number.

Digital pass applications for Sakhalin-2 project rotators will be filled and submitted to the Sakhalin Oblast authorities centrally by the company.

► Results of the COVID-19 test taken not earlier than three days prior to your arrival to Sakhalin Oblast

To ensure this, please contact the nearest medical centre or lab which provide such services and find out all conditions necessary for taking the test.

We recommend you and the persons residing with you follow all the precautionary measures provided by the Rospotrebnadzor of Russia including: staying home, limiting your social contacts, washing your hands and avoiding touching your face; in your apartment letting in the fresh air regularly and doing wet cleaning with a disinfectant solution etc.

If your test turns positive you should cancel your trip and get medical assistance, inform your line manager and send a note to SEIC-Health@sakhalinenergy.ru

If you are unable to get tested for any reason, please inform the company's Health Section by e-mail at SEIC-Health@sakhalinenergy.ru

Please note that if you fail to produce the documentary proof listed above and/or your digital pass, you may be denied entry to Sakhalin Oblast.

Company employees and contractors are recommended the following:

1. If you are on medication you should make sure you have sufficient supply for the 14-days of self-isolation and the duration of your rotational shift. Please keep all your medications in the transparent plastic bag.

2. We recommend that you think ahead and make plans for what you are going to do during the 14-day self-isolation (for instance, have the set of movies on your laptop, games on the tablets, books, educational programs etc.)

3. Laundry services are limited, so you should take enough clothes for change. Also make sure you have sufficient supplies of toiletries (slippers, shampoo, soap, hand cream, toothpaste, toothbrush, shaver, sewing travel kit, ear plugs, warm clothing, etc.). You should also have a ballpoint pen to sign the documents.

4. If you are smoker you should consider taking and IQOS device and sufficient supplies with you, for **there will be smoking restrictions** during the self-isolation.

5. We recommend that you get your luggage plastic-wrapped. This will reduce the risk of contagion.

It is necessary to remove the plastic before going through the check at the temporary accommodation facilities.

6. We recommend you acquire medical face masks or grade FFP2 (N95) or higher filtering facepiece respirations, hand sanitizers in up to 100 ml bottles, antibacterial hand wipes, and gloves.

7. We recommend you taking extra plastic bag and piece of paper with your full name and phone number. If you happen to have the items which are not allowed at the temporary accommodation facilities, they will be stored in this bag until the end of the isolation term.

Should you be unable to travel to the worksite for any other reason you have to inform your line manager and give notice to SEIC-HRBS-reporting@sakhalinenergy.ru



II. WHILE TRAVELLING

1. Do not use public transportation to avoid getting infected (including from the symptom-free carriers). Use your personal transportation or taxi to get to the train station or to the airport. During the taxi ride, wear a face mask or a respirator. After the ride thoroughly wash your hands or clean them with a hand sanitizer or a hand wipe.
2. In crowded places (airports, train stations, public squares, etc.), practice social distancing of at least 1.5 metres from others. Where social distancing is not possible, wear a medical face mask or a respirator.
3. Wear gloves, a medical face mask or a respirator throughout your journey.
4. Frequently wash your hands or clean them with a hand sanitizer if water and soap are not available.
5. Avoid touching your face (especially your eyes, nose, or mouth) to protect against the infection.

III. ON ARRIVAL

1. After receiving baggage at the destination airport, all employees engaged in the Sakhalin-2 project should get a health check-up without leaving the baggage reclaim area. After that, you will be guided to the company's vehicle(s) that will take you to the 14-day self-isolation location.
2. Accommodations for the self-isolation period (prior to arriving at the worksite) will be provided in specially equipped areas with constant medical supervision.

Please note that self-isolation means avoiding any direct contact with others and staying indoors for a long time without leaving the premises.

If you travel to a meeting point on your own, plan your route in advance considering the company's recommendations.

IV. TEMPORARY ACCOMODATION FACILITIES

In order to assure the 14-day self-isolation regime and prevent the coronavirus infection spread to the company's assets, Sakhalin Energy has set up the temporary accommodation facilities for the Sakhalin-2 rotators.

House rules for temporary accommodation facilities:

- ▶ Residents (1 to 4 persons per room) are accommodated in the living quarters.
- ▶ To prevent the spread of the COVID-19 infection, meals are provided in the living areas, with the time and method of food delivery at each temporary accommodation facility set individually; meals are provided in disposable plastic containers.
- ▶ Room cleaning, waste collection and change of bed linen are done by the residents themselves.
- ▶ All company's personnel are subject to a mandatory baggage check at the asset entrance. Residents of temporary accommodation facility should not prevent security officers from carrying out their duties.
- ▶ The use of alcohol and drug substances is regarded as a major violation by employees of their labour duties (any such instances are documented in the manner prescribed by the Labour Code of the Russian Federation).
- ▶ During your stay in self-isolation, you can go through the HSE competency assessment process, as well as training in various available areas, based on the 2020 Training Plan and the need to fill gaps in mandatory competencies/certifications (laptop is provided). In the event of questions about training arrangements, you can contact your respective area's team leads.

▶ Some temporary isolation facilities are not equipped with the TVs. Each room in such facilities has a laptop available with the TV and Internet access.

▶ Smokers should give a relevant notice to the isolation facility's manager beforehand, for the purpose of appropriate accommodation.

▶ Those who wish to quit smoking, should notify a medical professional or a coordinator of the relevant temporary accommodation facility accordingly (they will provide necessary medications and doctor's supervision).

▶ If you chose to quit smoking before travelling to the worksite and have been on the relevant medication, please notify a medical professional accordingly (they will provide an additional doctor's supervision).

In the event of an employee's violation of the House Rules at the temporary accommodation facility while isolating, the employer has the right, subject to specific circumstances, to hold the employee liable in accordance with the norms of the Labour Code of the Russian Federation.



Please note that the company has established 24/7 hotline at +7 914 759 47 11. Additional information on COVID-19 infection preventive measures is also available at the company's web site with the access to all related government decrees, FAQs, useful links and material.