

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.



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) 1300 (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 WITH OBSERVATION IN TEMPORARY ACCOMODATION FACILITIES



Hotline on COVID-19

 +7 914 759 47 11

www.sakhalinenergy.com

I. BEFORE DEPARTURE

Admission to TAF for the mandatory isolation can only be granted upon submission of a negative COVID-19 PCR test result.

Considering the difficult situation with testing and lab capacities in some of the Sakhalin districts, and facing potential need in urgent staff replacement for medical reasons, the following below rules to be applied.

The two exemptions from the requirements to submit the COVID-19 test certificate are:

- ▶ Residents of remote Sakhalin regions (Okha, Alexandrovsk-Sakhalinsk, Tymovsk, Smirnykh, Poronaysk, Tomari, Uglegorsk, Makarov, Dolinsk north i.e. Vzmorye and northwards), and Kuril islands;
- ▶ Urgent replacement of the staff who cannot perform their duties for medical reasons (both before admission to TAF and while staying at a TAF or at an asset).

In the absence of a negative COVID-19 test certificate on the day of mobilisation, employees will undergo an express antigen testing at a company's TAF:

- ▶ Those **tested negative for antigen** are allowed admission to TAF for self-isolation as per the usual routine.
- ▶ In case of a **positive antigen test result:**
 - a) of a contractor staff: contractor should arrange for safe transportation of staff to their place of residence and refer them to public health institutions for in- or out-patient care;

- b) company/HR agency staff should be accommodated at a dedicated isolation facility for a **subsequent confirmatory COVID-19 PCR test**.

Those tested **positive for confirmatory COVID-19 PCR test** should stay at the isolation facility until the full recovery for at least 14 days followed by additional self-isolation at a TAF for seven days.

Those tested **negative for confirmatory COVID-19 PCR test** are referred to the state medical facilities for treatment. After full recovery employees (based of employer decision) are allowed to TAF for a 14 day self-isolation or return home.

If any questions with regard to the above procedure, please refer to your line manager.

Company employees and contractors are recommended the following:

1. Provide, in the case of use of medications prescribed by a doctor, their supply for the period of self-isolation and subsequent rotation shift. All medications must be placed in a separate transparent plastic bag, presented for examination by a medical representative at a TAF and



declared. Undeclared medications are prohibited in the TAF to prevent self-medication of clinical manifestations of COVID-19.

2. We recommend that you think ahead and make plans for what you are going to do during 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. 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.
5. We recommend you acquire medical face masks, hand sanitizers in up to 100 ml bottles and antibacterial hand wipes.
6. 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

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 ACCOMMODATION FACILITIES

In order to assure 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, in a nut-shell:

- ▶ 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.
- ▶ Measures are taken at the temporary accommodation facilities to detect items and substances that pose hazards and threats to the lives and health of people, and endanger the environment. All personnel are subject to a mandatory baggage check at the asset entrance.
- ▶ 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 Training Plan and the need to fill gaps in mandatory competencies/certifications (tablets will be provided if necessary). 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).
- ▶ During the isolation period the random testing of TAF residents is carried out to determine the alcohol concentration in the exhaled air.

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, useful links and material.