Hilcorp Alaska (HAK) COVID-19 Protective Period Plan

Background:

In response to SOA Health Mandate 10 ("Mandate 10"), ASRC Energy Services (AES) implemented a proactive 14-day quarantine process on March 25, 2020, for all North Slope personnel who had been outside the State of Alaska within 14 days of their travel to the North Slope. This proactive process was included in our AES COVID-19 Pandemic Action Plan submitted to the State of Alaska on March 24, 2020, which meets or exceeds CDC and State of Alaska guidance for critical infrastructure workers. The following Protective Period Plan includes all protective measures required and defined by the State of Alaska as "working while in quarantine."

AES shares the stated goal of Mandate 10, which is "to flatten the curve and prevent the spread of the virus." Since the original AES COVID-19 Pandemic Action Plan, there have been no COVID-19 positive cases with AES employees. We believe the measures implemented by the state and industry have resulted in significant progress to flatten the curve.

It was prudent to act aggressively in the earlier stages of the pandemic, and we believe our initial and sustained actions have kept COVID-19 out of North Slope Producers' assets and allowed critical infrastructure to remain operational. Much has changed since the State of Alaska and AES initiated their pandemic responses. Testing and PPE have become more available, and testing is done more quickly. AES and its clients have developed a robust strategy that gives us the ability to manage risk and tactically respond to COVID-19 cases on the North Slope. Meanwhile, agencies, governments, communities and industries have continued to develop mitigation measures (e.g., facemasks on commercial airlines, pervasive emphasis on hygiene and social distancing, etc.). AES continues to take steps to responsibly and effectively manage our operations, which will allow for transitioning from an Anchorage-based quarantine practice to the alternative protective measures that have been developed. Many of these alternative protective measures have already been implemented, and they apply to all

personnel. Some measures specific to travelling personnel are new and are adopted in this plan addendum.

Effective Date:

July 29, 2020

Justification:

At the onset of the pandemic, many North Slope camps and clinics were not adequately equipped to address COVID-19 related issues. To help ensure workers travelling to the North Slope did not have COVID-19, HAK and AES implemented policies that required all personnel to have been in safe-holding in Alaska for at least two weeks, pass a health screening questionnaire, and pass a temperature check. In the event an individual had traveled out of state during the two weeks before traveling to the North Slope, they were required to undergo a 14-day quarantine in Anchorage, then pass the same health screening and temperature checks before boarding the aircraft.

HAK later implemented the same 14-day quarantine policy for those who utilized commercial modes of travel within the state. HAK's intrastate policy exceeded the requirements of SOA Health Mandate 12 for critical infrastructure personnel. While these measures were appropriate in the early stages of the pandemic, AES now believes that we can modify them and still minimize the chance of transmitting COVID-19 to our onsite North Slope workforce.

Most personnel in quarantine are field-based workers and are unable to follow Mandate 10's recommendation to "work from home" while in quarantine. Those who live or travel out of state are then faced with the decision to either travel as they regularly do before returning to Alaska, which would require them to go through the quarantine process or finding a place to stay in Alaska before returning to the North Slope for their next hitch. Our initial plan to quarantine in Anchorage provided the time necessary to prepare alternative protective measures and flatten the curve. However, it is not a long-term, sustainable model, and we believe we are now in position to change how we protect all our critical infrastructure personnel. Implementing this new process will also address the severe schedule impacts, chronic stress, loss of family time, fatigue management, and general morale issues that the

quarantine requirements and related accommodations have caused our workforce. Due to the success of robust planning, procurement, communication, and implementation efforts over the past several months, HAK and AES are changing the emphasis of our Plan for Maintaining Critical Infrastructure from quarantine in Anchorage to a proactive reliance on alternative protective measures and screening to protect against virus transmission. The isolated nature of our assets and our ability to control access to those areas allows us to stringently protect our personnel and those around us. Multiple formalized plans are in place for health screenings, facial coverings, social distancing, Higher Risk Employee management, and Person Under Investigation/Close Contact care, among others. Combined with HAK and AES's efforts to safely operate HAK's North Slope assets with reduced headcounts and activity levels, we are well prepared to protect our personnel and operations on the North Slope.

Plan Addendum:

The specifications below describe necessary safeguards to mitigate the risk of exposure among our employees, as well as process changes to provide for a 14-day protective period at work locations on the North Slope instead of in Anchorage. These changes ensure the ongoing safety of all North Slope personnel while lessening the impact of quarantine requirements.

1) **Requirements for those traveling to Alaska:**

    a. Monitor health and document for 14 days immediately prior to date of travel to Alaska, or the duration of off time if shorter

    b. Make every effort to travel on an airline that has passenger face-covering requirement and enhanced cleaning (if available)

    c. Wear face covering while in transit in all public areas, practice good hygiene and social distancing

    d. Personnel travelling to a work location from outside Alaska are required to move directly to their destination and follow the AES plan as detailed here to comply with Mandate 10.

e. If necessary, personnel traveling to Alaska may overnight in Anchorage before traveling to the North Slope. However, personnel must comply with the quarantine requirements of Mandate 10 while in Anchorage and must travel directly from the airport to the hotel with no stops, and must travel directly back to the airport from the hotel on the day of travel with no stops.

f. Personnel may be required to complete a SoA Travel Declaration Form upon arriving in Alaska. As the AES plan does not call for a quarantine at arrival location, where the form requires a "quarantine address" AES personnel will enter their work location (e.g. Milne Point, Deadhorse, etc.). If overnighting at a hotel in Anchorage before traveling to work, this hotel is not to be listed as a quarantine location.

g. AES still allows for Anchorage-based quarantine where employee's supervisor has been notified and granted approval to select this option

h. Personnel travelling from outside Alaska will be subject to the additional protective measures outlined in this document for the flight from Anchorage to the work destination and for the first 14 days at that location. Personnel who leave Alaska after their hitch will be required to follow these protective measures again the next time they arrive in Alaska.

2) Requirements for those completing a 14-day protective period at work location

a. Take COVID-19 PCR Test and receive a negative result. Provide proof of negative result upon request by screening agents at the Anchorage International Airport prior to boarding flight to travel to the work location. If PCR test results are not yet available, employees must self-quarantine in Anchorage and follow all requirements of Mandate 10 pending these results. Employees may undergo COVID-19 PCR testing using one of the following two options:

   i. Take the test offered to critical infrastructure workers by the State of Alaska upon arrival in Alaska

ii. Take the test out-of-state within 72 hours of travel to Alaska

b. Maintain social distancing (6' minimum) and utilize facial coverings:

i. In public spaces: Always wear a facial covering and maintain social distancing

ii. While working on location: Maintain social distancing to the greatest extent possible, recognizing that some tasks do not allow for it

c. Remain with the same team to limit direct exposure to as few employees as possible. Incorporate social distancing and other contagion control mitigations into pre-job planning with team members (e.g., area wipe downs, body positioning, job sequencing, etc.)

d. Utilize Personal Protective Equipment (PPE) as required. At a minimum, a facial covering must be worn in locations that involve any shared use, including:

i. Aircraft

ii. Food service areas (disposable gloves are required)

iii. When using shared tools or equipment

iv. When operating "shared use" vehicles/ equipment or when two or more persons are inside a vehicle or piece of equipment at the same time

e. In camp, personnel completing their 14-day protective period:

i. Must wear facial coverings and maintain social distancing while in public spaces but are not subject to these requirements while in their assigned room

ii. Must eat in their assigned room, not in public areas (social distancing during lunch at worksites is required)

iii. May not use common areas (gym, lounge, game room, etc.)

iv. Will not receive standard housekeeping service. Housekeepers shall:

1. Not enter the room of personnel for the duration of their 14-day protective period
2. Provide fresh towels and bedsheets for personnel to change themselves, as well as a repository for dirty sheets and towels
3. Provide cleaning supplies necessary for personnel to clean their room

f. Must maintain a personal health log, which will be made available for review upon request by AES or client personnel, to document body temperature and any COVID-19 symptoms for the duration of the 14-day protective period

   i. Monitor body temperature twice daily with a personal thermometer or by utilizing the morning and evening temperature screenings (if available)

   ii. Submit completed logs to the HSET advisor or designee when the 14-day protective period is complete

   iii. Immediately stop work and contact the clinic if experiencing symptoms consistent with COVID-19 (cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell, or temperature greater than 100.4 F)

g. Must maintain a daily close-contact log, which records the name and employer of any person the worker was within 6ft of for 10 or more minutes. These logs must be maintained for the duration of the 14-day protective period and be made available for review upon request by AES or client personnel

   i. Submit completed logs to the HSET advisor or designee when the 14-day protective period is complete

h. May not travel outside of their field-of-operations prior to the expiration of the 14-day protective period

i. The "field-of-operations" is any area(s) in which an employee has received AES and client permission to perform their routine job function as assigned by their supervisor

i. Follow any other site or task-specific precautions, as applicable in each field, to ensure the safety of all personnel (e.g., food service requirements, personal interaction, camp requirements, workplace requirements, common-use area requirements, etc.)

3) Requirements for Alaska Residents when Members of Your Household Have Traveled Outside of Alaska

If you have remained in Alaska and a member of your household travels outside, or you have a visitor that travels into Alaska from outside, you must meet ONE of the following requirements:

a. Perform 14-day quarantine at your in-state residence (or designated quarantine location), making sure to document and maintain a personal health log to record body temperature and any COVID-19 symptoms for the duration of quarantine period. After the quarantine period has concluded and you have not demonstrated any COVID-19 symptoms, you may travel to the work location

OR

b. Quarantine at the remote work location by following all requirements stated in section (2) of this policy

OR

c. Where the traveling person(s) have followed all requirements of Mandate 10, 14 days have elapsed since their arrival into Alaska and neither you or the traveling person(s) have symptoms of COVID-19, you may travel to the work location

4) Emergency Work Location Quarantine

For situations in which travel is an unplanned emergency and necessary to support the continued safe and reliable operations of the business, ALL of the following actions must be taken:

a. Follow all requirements stated in section (1) for travel into the State of Alaska with the added caveat that your health log may be maintained for as long as possible up to the 14 days prior to departure (i.e., it doesn't have to be for the full 14 days)

b. Obtain supervisor approval prior to selecting this as an option

c. Supervisor must obtain documented authorization from a HAK HSE or HAK Management representative prior to selecting this as an option

d. Take COVID-19 PCR test offered to critical infrastructure workers

e. Once authorization has been granted by supervisor, you may travel to the remote field work location while implementing protective measures while in transit

f. Upon arriving at the work location, conduct a documented job hazard analysis (JHA) specific to COVID-19 exposure and associated mitigating actions

    i. The JHA must be specific to the person(s) and situation for which it was written and must be approved by either the HSE representative or work group General Manager/ Foreman prior to allowing affected person(s) to work

    ii. All control measures included on the JHA must be strictly adhered to for a period of 14 days by person(s) listed on the JHA and their respective managers

g. Must maintain a daily close-contact log, which records the name and employer of any person the worker was within 6ft of for 10 or more minutes. These logs

must be maintained for the duration of the 14-day protective period and be made available for review upon request by AES or client personnel

i. Submit completed logs to the HSET advisor or designee when the 14-day protective period is complete

h. Immediately stop work and contact the clinic if experiencing symptoms consistent with COVID-19 (cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell, or temperature is greater than 100.4 F)

i. Note: If this option is approved and the results of the COVID-19 PCR test come back positive, any personnel at the worksite who were within 6ft of the positive-case person for more than 10 minutes will be required to quarantine. Personnel quarantined in this manner may not return to work until they are given a COVID-19 PCR test and receive a negative result.

Personnel who have remained in Alaska for the 14 days immediately preceding travel are not subject to this plan but must maintain and be prepared to submit a health log prior to receiving approval to travel to the work location.

This plan will remain in effect until AES Management determines it is no longer necessary based on consideration of federal, state, and local mandates, as well as an analysis of Client business operations.

Employees found in violation of this plan, or who communicate they have deviated from this plan in any way will be subject to immediate quarantine and investigation. Additional action may be taken (pending investigation findings) to remove the employee from the work location(s) and/ or to prevent the employee from flying to work location(s).