

Purpose: The purpose of this document is to describe the plan under which ConocoPhillips Alaska employees and contractor employees may reduce the likelihood of being exposed to COVID-19 during aircraft travel by voluntarily wearing an N95 or equivalent respirator and additional PPE (gloves and protective eyewear) during travel to and from the North Slope. This plan is being referred to as the Business Critical Traveler Volunteer (BCTV) plan.

Plan Elements: This BCTV plan is voluntary. Nothing in this BCTV plan imposes an obligation on any worker to participate, however those who do participate must agree to follow the conditions of the program. ConocoPhillips may not have sufficient training resources or respirators to make the benefits of this plan available to all workers.

A worker who wears the following personal protective equipment may, subject to other requirements of this plan, be designated as a BCTV program participant and documented as such. In the event it becomes necessary to do contact tracing for COPA flights, the BCTV designation will be considered prior to deeming a person a close contact of a confirmed positive:

- Nitrile Protective Gloves
- Safety Glasses or other Protective Eyewear
- N95 (or equivalent) Respirator Mask

Wearing an N95 respirator mask will only be deemed effective if the person has been fit-tested for an N95 respirator mask under applicable OSHA regulations or has received coaching from Beacon at the airport on how to effectively use and care for the N95 respirator mask following Centers for Disease Control and Prevention (CDC) guidance and in compliance with OSHA requirements for voluntary use of respirators.

To qualify as a participant in the BCTV program, the N95 respirator mask must be worn during boarding, at all times on the airplane, and during de-planing until such time as at least six feet of distance from other people can be maintained. Following this plan does not relieve a person from the requirement to wear facial-coverings in all public areas at work.

The attached BCTV Plan Declaration Form will be used to track who is voluntarily participating in the BCTV Plan program. Signing the declaration form and wearing an N95 respirator mask may lead a contact tracer to conclude that a person should not be deemed a “close contact” in case he or she is in proximity on the airplane to someone who is later tested and determined to be COVID-19 positive. The form will be completed at the airport and participation will be recorded to help aide in the contact tracing efforts if necessary. The document contains Appendix D of OSHA Respirator Standard, 1910.134 which ensures compliance with OSHA Regulatory Requirements.

Business Critical Travel Volunteer Declaration Form

This declaration form is used to document that a person who voluntarily chooses to wear a N95 respirator mask on flights to and from the North Slope has received appropriate instruction. This voluntary program will reduce a traveler's likelihood of being exposed to COVID-19 in the event another passenger on the plane has the virus, as revealed in a later positive test.

INSTRUCTIONS: If you chose to participate in this program, review the following information (including OSHA Appendix D), initial each box, and sign the form. A Beacon representative will also sign this form, certifying the BCTV participant has either been fit tested under OSHA regulations or received fit coaching in compliance with CDC guidance. Beacon will record participant names and contact information should contact tracing be required.

HOW TO USE AND WEAR A FILTERING FACEPIECE RESPIRATOR

Per the CDC Website (<https://blogs.cdc.gov/niosh-science-blog/2020/03/16/n95-preparedness/>)

- Place the respirator over your nose and under your chin. If the respirator has two straps, place one strap below the ears and one strap above. If you're wearing a hat, it should go over the straps.
- If the respirator has a noseclip (a thin metal bar at the top of the device), use your fingertips from both hands to mold the noseclip firmly against your nose and face. Do not pinch with one hand.
- Be sure to conduct a user seal check every time you put on the respirator. This should be done before you enter the aircraft. Your respirator may have instructions on how to conduct a user seal check.
- Facial hair will cause the respirator to leak, so users should be clean-shaven. [Some types of facial hair are acceptable](#) as long as the facial hair does not lie along the sealing area of the respirator.
- If you feel dizzy, lightheaded, or nauseated, remove your respirator and get medical attention.
- Discard the respirator when: (1) it becomes more difficult to breathe through it, (2) if it becomes dirty or (3) the respirator becomes damaged.
- Do not touch the front of the respirator. It may be contaminated.
- Keep your respirator clean and dry. Be sure to read and follow the manufacturer's recommendations on use and storage.

Appendix D to OSHA Respiratory Protection Standard 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

PLEASE INITIAL IN EACH OF THE BOXES

[] I certify that I will wear the following PPE continuously while onboard a ConocoPhillips flight including boarding and leaving the plane:

- N95 (or equivalent) Respirator Mask
- Latex or Nitrile Gloves
- Protective Eyewear

[] I certify that I have been fit tested for an N95 (or equivalent) respirator mask or received fit coaching at the airport

OSHA requires that employees voluntarily wearing filtering facepiece respirators receive basic information on respirators as provided in Appendix D of OSHA Respirator Standard, 1910.134.

[] I certify that I have received and read Appendix D of OSHA Respirator Standard, 1910.134.

CERTIFICATION: I have read this declaration form and will follow the instruction on how to use a respirator. If there is any change in my work conditions or health or if, for any reason, I do not wear the designated PPE continuously on a flight, I will immediately notify my supervisor and any contact tracers that contact me.

Name (print): _____ Company: _____

Signature: _____ Phone Number: _____

Email: _____

The above participant had the following respirator qualification:

- N95 Fit Test Card
- Fit Coaching

Beacon Representative Signature: _____

Aviation Update

On Tuesday August 18th, ConocoPhillips plans to implement the Business Critical Traveler Volunteer Plan (BCTV) to mitigate the risk of transmission of COVID-19 infections on ConocoPhillips Aviation flights and decrease the potential for close contacts. The BCTV plan follows CDC's guidance for reducing close contacts and involves adding additional PPE for both north and south-bound flights operated by ConocoPhillips Aviation.

Plan Benefits

Personnel in close contact to Covid-19-positive individuals are required to fly off slope and quarantine for 14 days in Anchorage or a quarantine location that can be reached on the road system from Anchorage. Participating in and adhering to the BCTV Plan will remove you from the close contact pool should anyone seated in your area on the Q400, Otter, or Casa aircrafts test positive for Covid-19. This will allow you to avoid quarantine as a close contact of the positive individual on your flight and continue working on the North Slope per your regular hitch and avoid quarantine obligations during your off time for southbound passengers.

Additional Requirements

Beginning Tuesday August 18th during your Beacon Health screening, you will be presented with the option to sign an employee declaration form stating you agree to abide by the BCTV plan which consists of wearing additional PPE continuously during your flight.

If you choose to participate in the plan, you must show proof of N95 fit test certification or complete a brief fit test coaching session with Beacon Health. You will be provided an N95 respirator (or equivalent) along with the other required PPE.

The PPE required by the BCTV plan is listed below and will be provided by Beacon Health if you do not have your own.

- Latex or Nitrile Gloves
- Protective Eyewear (sunglasses are approved)
- N95 (or equivalent) Respirator Mask



Additional guidance and information can be found in the BCTV FAQs

- **Is the Business Critical Travel Volunteer (BCTV) program mandatory?** No, this is a voluntary program for anyone who wants to participate.
- **What PPE should be worn as part of the BCTV plan?** You will need to wear an N95 (or equivalent) respirator, Protective Eyewear, and Latex or Nitrile gloves continuously during the flight, boarding and deplaning, and any ground transportation where social distancing cannot be achieved.
- **Why do I have to wear gloves on the flight?** Gloves are yet another mitigation factor to prevent spread of infection. The recommendation is based on the advice of our corporate chief medical officer, Dr Hodgins.
- **Why do I have to wear protective eyewear on the flight?** Portals of entry for any infectious agent, including the COVID- 19 virus, are the mucous membranes: primarily the mouth, nose and eyes. By protecting these primary entry points with masks and eye protection, the vast majority of disease mitigation is being managed proactively. Wearing protective eyewear reduces the likelihood of contracting the disease through the eyes.
- **Can I use a N95 respirator that is a different make/model than the one I got fit tested for?** If ConocoPhillips does not have the N95 respirator that you got fit tested for, you should participate in the fit coaching before flying. This will ensure the N95 respirator you are wearing is fitted properly.
- **Can I reuse my N95 respirator?** Yes, you can reuse your N95 respirator. Please keep it clean and store it in a breathable bag, such as a paper bag, between uses. For further information on mask reuse, please read this guidance from the CDC on [Extended Use of N95 Masks](#).
- **How do I know when it is time to replace my N95 respirator?** Visually inspect the N95 respirator to determine whether it has been damaged and can no longer provide an effective seal. If there is any damage to the N95 respirator, please discard and use a new one.
- **My N95 respirator has a valve. Is it still allowed for the BCTV program?** If your N95 respirator has a valve, you must wear a surgical mask on top of the N95 mask in order for it to qualify for the BCTV plan. If you do not have a valve, you will not need to use a surgical mask in addition to your N95 or equivalent respirator.
- **What if I am flying and it becomes too uncomfortable/difficult for me to wear my N95 respirator on the flight?** If you remove your N95 respirator on the flight, you are ineligible for the BCTV program for that flight. Please inform your supervisor that you are not eligible for the program for the flight on which you removed your N95 respirator. Please also inform any contact tracers that contact you that you did not wear your N95 respirator continuously during the flight. If you do not participate in the BCTV program, you may be determined to be a close contact if someone on your flight tests positive for COVID-19.
- **Why did I receive a KN95 respirator? Is it the same as a N95 respirator?** On April 3, 2020, the FDA issued an umbrella emergency use authorization (EUA) for certain filtering face-piece respirators (FFRs) that are manufactured in China and are not approved by the National Institutes of Occupational Safety and Health (NIOSH). As mentioned in CDC's strategies for optimizing respirator supply, other countries approve respirators according to country-specific standards. KN95 respirators were evaluated using methods similar to those used by NIOSH and are still expected to provide adequate protection for personnel.
- **Do I need to be clean shaven to participate in this program?** If you are part of a Respiratory Protection Program, you are required to be clean shaven already. If you are not part of a Respiratory Protection Program, it is preferred that you do not have facial hair along the seal of the N95 mask.