

COVID-19 Procedures NOGEPa and Den Helder Airport

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These procedures were established in cooperation with and contributions from:

- CHC Helicopters Netherlands
- Belair
- Heli Holland
- Den Helder Airport
- NOORDWEST services & security
- MediMare



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1 Introduction

With these procedures, the offshore oil and gas operators, Den Helder Airport and helicopter operators put in place measures to prevent spreading of the COVID-19 virus to offshore installations as much as possible. This procedure also puts measures in place to evacuate people who, according to the advice from the back-up doctor, have symptoms that indicate a case definition "Suspicious case COVID-19".

It should be noted that measures are in place to evacuate people from platforms in case of COVID-19 suspicion.

Oil and gas production is defined as one of the vital functions in the Dutch society. The oil and gas industry feels the responsibility to do what is necessary to maintain the offshore gas production. The safety of individual workers and the colleagues around them is a prerequisite for our operations.

2 Goal

Goal of this procedure is to:

- Minimize the risk of workers, their colleagues and pilots being infected by the COVID-19 virus;
- Ensuring safe transport of workers, either by regular flight operations, or, in case of COVID-19 suspects, by means of dedicated helicopter operations;

In case of life threatening situations, SAR medevac procedures remain in place.

3 Definitions

1. **E&P operator:** one of the oil and gas operators, members of NOGEPa;
2. **Helicopter operator:** CHC, Belair and/or Heli Holland;
3. **COVID-19 suspect:** A person who, according to the back-up doctor, meets the case definition "Suspicious case COVID-19";

4 Screening of personnel prior to travelling to Den Helder Airport

E&P operators are urged to make sure that personnel travelling to Den Helder Airport for helicopter flights to offshore installations do not have any symptoms that would elevate the risk of COVID-19 infection offshore. This means that the operator should actively urge anyone with symptoms as mentioned in paragraph 5 to stay home.

An E&P operator may apply stricter screening criteria than those mentioned in paragraph 5. The screening criteria in paragraph 5 are considered a minimum for transportation to offshore installations.

5 Screening of passengers upon arrival at Den Helder Airport

Upon arrival on Den Helder Airport, passengers will follow two elements of additional screening. This screening procedure is considered to be a backstop procedure for the screening procedure applied by operators as described in paragraph 4.

A medic is on duty at Den Helder Airport to implement the screening procedure.

5.1 Questionnaire

- Upon arrivals at Den Helder Airport, passengers will be required to answer questions, which are intended to identify possible risk of COVID-19 infection.
- No records will be made of the answers of passengers to these questions.
- If the answers to questions reveals an elevated risk to the passenger or colleagues, the passenger will be refused to board the helicopter and will be requested to leave Den Helder Airport immediately.

See **Appendix 1: Questionnaire for screening passengers at Den Helder Airport.**

5.2 Temperature measurement

The temperature of passengers will be measured in order to identify elevated risk of COVID-19 infection. If the temperature of a passenger is measured to be more than 38 deg.C., then the passenger will be refused to proceed and will be requested to leave Den Helder Airport immediately.

If the medic on duty suspects other relevant symptoms than fever, he may examine the passenger involved. Depending on the outcome of the examination, the passenger may be refused to proceed. In case of doubt, the medic on duty may seek advice from the NOGEPa doctor.

No records will be made of temperature measurements or other medical examinations during this screening.

5.3 Summary of measures screening procedures

Screening passengers arriving at Den Helder Airport (DHA):

1. Upon entry at DHA, all passengers shall answer all relevant questions of the questionnaire.
2. Only passengers who answer questions satisfactorily can proceed to temperature check.
3. Passengers with measured temperature of 38.0 degr. C. or more shall not be allowed to proceed.
4. The medic on duty may examine any passenger if he/she suspects either of the following symptoms, despite of the measurement of temperature:
 - a. Cold
 - b. Coughing
 - c. Sore throat
 - d. Fever (≥ 38.0 degr. C)
 - e. Shortness of breath

In case the medic on duty is convinced that either of these categories are fulfilled, the passenger shall not be allowed to proceed.

5. Passengers who refuse to answer one or more questions of the questionnaire and/or refuse to be temperature checked shall be refused to proceed.
6. A passenger who does not meet the criteria 1 - 5 shall be summoned to leave the airport immediately.
7. Passengers passing all criteria 1 - 5 shall be allowed to proceed to check-in.

Protective measures for desk personnel and medic on duty:

8. Personnel sitting at the "COVID-19 desk" on DHA shall keep a distance of at least 1.5 meter of all passengers, preferably behind a glass screen.
9. When the medic on duty is at a distance of less than 1.5 meters of passengers, he/she shall wear gloves and a mouth cover. The mouth cover is preferably FFP2. If FFP2 is not available, FFP1 is considered to be an alternative option.¹

Distance in the waiting area

10. Passengers who were allowed to proceed to the waiting areas shall keep a distance of at least 1.5 meters. This applies even more so to passengers in the waiting area, waiting for different flights.

¹ See also: <https://lci.rivm.nl/covid-19/bijlage/zorgmedewerkers>

6 Classification of personnel on offshore installations

Personnel arriving at offshore installations have passed the screening procedure from the operator as well as the screening procedure at Den Helder Airport. This means that there was no reason to suspect COVID-19 infection upon departure to the offshore installation. There may be situations that persons become ill during a shift of 2-3 weeks. When a person on an offshore installation reports ill with relevant symptoms, the back-up doctor shall be consulted.

The back-up doctor is in charge to make an assessment whether or not a person meets the criteria for a case definition "Suspicious case COVID-19".

In case of a COVID-19 suspect, the person involved will be evacuated by means of a dedicated helicopter. The measures in place also involve steps in relation to possible spreading to other persons on the platform.

6.1 No person on board reporting ill: Category A - normal operations

If nobody on board a platform has symptoms, there is no need to consult a back-up doctor.

6.2 Person reporting ill - consultation with back-up doctor

If a person reports ill, the back-up doctor shall be consulted. The back-up doctor decides whether the person reporting ill has symptoms that indicate:

- A regular cold or flu or other symptoms;
- A case definition "Suspicious case COVID-19".

6.3 Resulting classification of persons on offshore installations

The result of the steps in paragraphs 6.1 and 6.2 is a classification of persons on board:

- ⇒ **CATEGORY A:** Person on a platform who HAS NOT BEEN within a range of 1.5 meters of a person in Category C or D: normal operations.
- ⇒ **CATEGORY B:** Person on a platform with a COVID-19 suspect (Category C or D) who HAS BEEN within a range of 1.5 meters of the COVID-19 suspect.
- ⇒ **CATEGORY C:** Person who is, according to the back-up doctor, COVID-19 suspect but not in critical state and capable of traveling alone.
- ⇒ **CATEGORY D:** Critically ill passengers. Only SAR can transport.

The categorization of POB determines the classification of conditions for helicopter transport to DHA and precautionary measures for such transport.

NB: Only the back-up doctor decides whether or not there is a situation of "COVID-19 suspect" Category C or D and thus whether there is a need for evacuation by means of a dedicated helicopter or SAR. In case of a Category C (i.e. not critical), the back-up doctor will contact Bel Air to initiate an evacuation.

In case of two or more simultaneous Category C or D notifications, the back-up doctors involved shall determine the priorities. When back-up doctors are not able to reach agreement, the cases shall be discussed with the NOGEPA medical advisor who will then decide on priorities.

The POB classification is summarized in the [Appendix 2: flowchart categorization POB](#).

7 Care of patients on board of offshore installations, helicopter procedures and arrival at DHA

Notes regarding helicopter operations:

Note 1:

- The back-up doctor for the offshore installations determines, amongst others according to criteria in **Appendix 1**, if someone is suspected of COVID-19.
- If someone is suspected COVID-19, the back-up doctor for the offshore installations determines, according **Appendix 2**, how people are categorized and how they are transported.
- In case of a suspected COVID-19 person on board the offshore installation, the back-up doctor will fill and sign **Appendix 3** and send the document by email to the helicopter operator.
- For helicopter transportation, “mixing of Categories” is not allowed.

Note 2:

- For flight planning purposes, we no longer use alternate airfields in foreign countries, to prevent aircraft, crew and passengers ending up abroad and at risk for periods of quarantine, self-isolation, etc.
- To continue offshore operations with high / increasing sickness rates, operations were transferred from ‘dual crew’ (15 hour operations) to ‘single crew’ (11 hour operations). To minimize contact between crews, spreading of take-off times should be planned as much as possible.
- Offshore shutdowns are not to be planned to protect crews and passengers.
- Manifests are not to be used offshore. Crew will have all data available in flight from Vantage. So ‘enroute’ changes are not accepted.
- Turnaround time can take longer than normal due to the below measures.

Note 3:

- During flight, with either Category A or Category B, if one or more pax become sick the flight will automatically become Category C and the pax and crew have to follow the Category C procedure.

7.1 CATEGORY A

Category A does not involve a patient, it concerns normal operations.

Care of patients on an offshore installation:

- “Business as usual.”
- If someone has symptoms, of which the back-up doctor concludes it does NOT represent suspect COVID-19, the person involved should stay in his cabin and avoid contact with colleagues.
- Wait for the cold or flu to pass and follow any other advice that the back-up doctor gives.
- Monitor the condition of the person involved.

Helicopter:

Note:

1. The NOGEPa medical advisor has consulted with GGD on the exchange of life vests between passengers arriving on and leaving from an offshore installation. GGD notes that the system of screening of passengers that is in place is quite rigid, even stronger than expected. This means that people who are sent offshore are unlikely to be infectious. GGD therefore concluded that the change of life vests between incoming and outgoing passengers is sufficiently safe.
2. Only a limited number of life vests are allowed to be carried under regular conditions. When more life vests should be carried in the helicopter, strong regulations with regard to packaging of dangerous goods will apply. Helicopter operators noted that this would seriously hamper helicopter operations.
3. Therefore, rotating of life vests is not possible and not necessary.

- “Business as usual”
- No passengers showing symptoms of illness can enter helicopters, unless the back-up doctor advises otherwise.
- Passengers who have symptoms and not considered suspect COVID-19 which are joining the flight, on doctor advise should wear a facemask and gloves. If a facemask is not available, hand out paper tissues.
- Passengers without symptoms do not need to wear PPE.
- Prior to entering the helicopter, hand out paper tissues to all passengers for possible sneezing and coughing to avoid spreading of body fluids in the cabin.
- Front row is kept clear of passengers to protect pilots.
- Fresh air ventilation in the helicopters ensure that air is constantly renewed during the flights.
- Please keep a distance of minimum 1.5 meter to the pilots when entering and leaving the helicopter.

Arrival at Den Helder Airport:

- Please keep a distance of minimum 1.5 meter to the pilots when entering and leaving the helicopter.
- Helicopters will be thoroughly cleaned between each flight, and the personal space (armrests, headrests, seatbelt buckles, etc.) are disinfected.
- Life vests should be disinfected when coming back from a flight on Den Helder Airport (DHA).
- Incoming survival suits should be chemically cleaned in Den Helder Airport (DHA) before being used again.
- Turnaround time can take longer than normal due to the above measures.

7.2 CATEGORY B

Care of patients on an offshore installation:

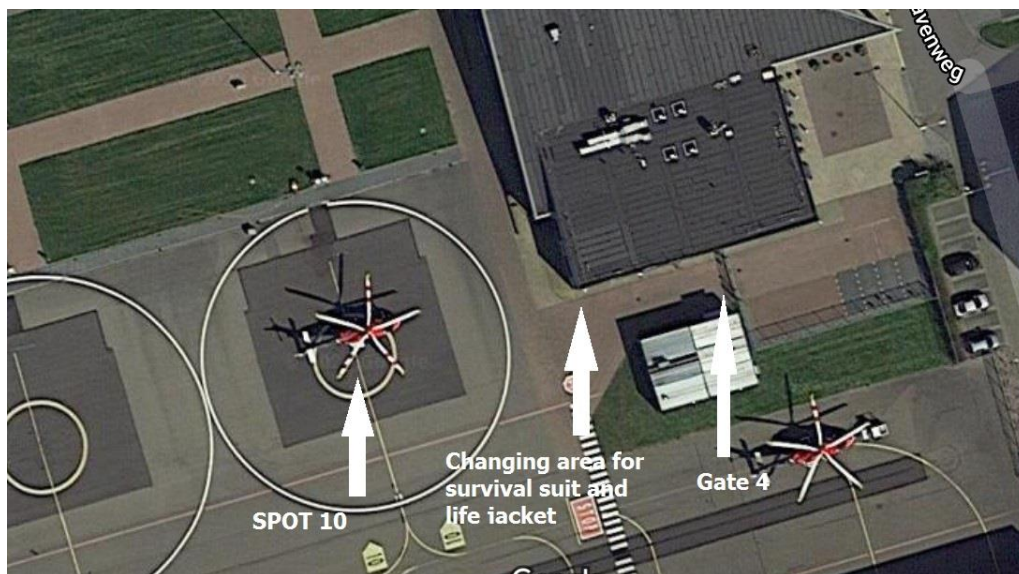
- No specific care needed.
- Monitor the condition of this person.
- When the person develops symptoms during his/her stay on board the offshore installation:
 - Self-isolation: stay in the cabin and avoid contact with colleagues;
 - Contact the back-up doctor for advice and possible (re-) classification.
 - When person has to leave the cabin: preferably use mouth cover or else use paper tissue, wear gloves.

Preparing for helicopter transport to DHA:

- NB: dedicated helicopter flight (regular helicopter operator).
- Aircraft with appropriate passenger numbers ensuring minimum 2 m clearance distance from pilots.
- When available: use mouth cover.
- If no mouth cover available: Hand out paper tissues for possible sneezing and coughing.
- Wear gloves.
- Cargo not allowed on this flight.
- Personal baggage is allowed to be carried on this flight.
- Avoid skin contact with the helicopter.

Arrival at Den Helder Airport:

- DHA stakeholders are to be engaged for an overview of how the flights are handled.
- Dedicated parking spot number 10.
- Baggage compartment will be opened by ground crew at spot 10.
- The steward will signal the passengers to disembark the helicopter.
- Pax unload their own baggage and carry it themselves.
- Pax can take their survival suits and life jackets off in Porto cabin in front of gate 4 or and put them in the boxes which are marked.
- Pax leave Den Helder Airport via gate 4. KMAR will be informed .
- Survival suits and life jackets will be handled by Biardo/Peterson when pax have left.
- Pax have to leave the DHA area as soon as possible.
- Cleaning of aircraft .



7.3 CATEGORY C

Care of patients on an offshore installation:

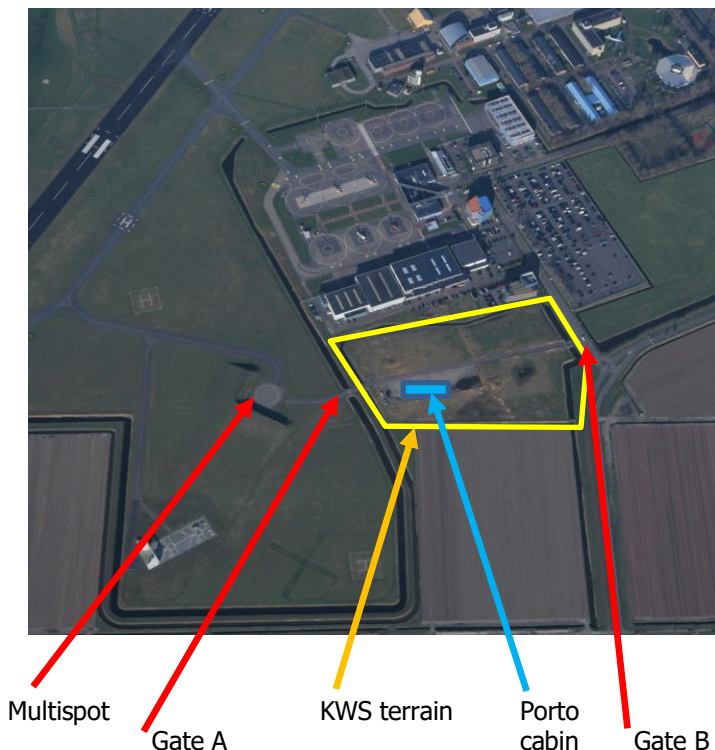
- Isolate the person involved.
- Monitor the condition of this person in close cooperation with the back-up doctor.
- Identify colleagues who have been in close contact (< 1.5 meters).
- Clean (disinfect) any high-risk areas.
- Follow instructions from back-up doctor.

Preparing for helicopter transport to DHA:

- NB: dedicated helicopter flight Bel Air (medevac helicopter).
- Aircraft with appropriate passenger numbers ensuring minimum 2 m clearance distance from pilots.
- When available: use mouth cover.
- If no mouth cover available: Hand out paper tissues for possible sneezing and coughing.
- Wear gloves.
- Cargo not allowed on this flight.
- Personal baggage is allowed to be carried on this flight.
- Avoid skin contact with the helicopter.

Arrival at Den Helder Airport:

- DHA stakeholders to be engaged for overview of handling flights.
- Flight has dedicated call sign and dedicated landing spot: 'Multi spot'.
- No cargo accepted at these flights.
- Pax carry their own baggage from baggage compartment and relocate to gate A.
- Pax can take their survival suits and life jackets off in Porto cabin at gate A and drop survival suits and life jackets in marked boxes.
- Pax have to leave area via gate B.
- Survival suits and life jackets will be handled by Biardo/Peterson when pax have left.
- Cleaning of aircraft .



7.4 CATEGORY D

Care of patients on an offshore installation:

- This is a life threatening situation: Follow all instructions from back-up doctor and Coastguard.
- Monitor the condition of this person in close cooperation with the back-up doctor.
- Identify colleagues who have been in close contact (< 1.5 meters).
- Clean (disinfect) any high-risk areas.

All further procedures:

- TO BE DECIDED BY AND COORDINATED WITH SAR SERVICES

8 Onward travel from Den Helder Airport

In any case where, during the Category A-B-C flights the condition of a passenger deteriorates to a stage that he/she needs treatment in a hospital: Back up medical service will organize an ambulance.

8.1 CATEGORY A:

- Business as usual, person can travel on his/her own.

8.2 CATEGORY B:

- E&P operator should make sure that arrangements are in place for onward travel.
- Possibly coordinate pick up party (family or other means of transportation).
- For foreign pax the pickup and travel has to be arranged as well.
- Suggestion to the pickup party to have necessary PPE available when receiving pax.

- Passenger is fit to travel with own transport. After confirmation no extra action required.
- If passenger requires onward transport with dedicated minibus, inform ALC phone: 0223-670643
 1. Amount of passengers
 2. Destination of passengers
 3. ETA of aircraft at Den Helder Airport
- Minibus available at set time near apron gate at left hand side of terminal building
- Bottled water for passengers available in minibus.
- Drivers will wear face mask and protected clothing. Drivers will not open doors of the passengers.
- In case of emergency, the passengers can contact the driver by mobile phone. As soon as the cell phone rings, the driver parks the van as soon as possible to be able to speak to the passengers.
- Passenger hand in survival suit and life jacket at take their own luggage direct via the gate into the minibus
- Departure of minibus to given destination.

8.3 CATEGORY C:

- In principle, passenger can travel on his own.
- E&P operator should make sure that arrangements are in place for onward travel.
- Possibly coordinate pick up party (family or other means of transportation).
- For foreign pax the pickup and travel has to be arranged as well.
- Suggestion to the pickup party to have necessary PPE available when receiving pax.

- Dedicated aircraft will arrive at Den Helder Airport and proceed to dedicated "Military Multi spot".
- If passenger is fit to travel with own transport: After confirmation no extra action required.
- If passenger requires onward transport with dedicated minibus, available at gate near Military Multi spot. Inform ALC by phone: 0223-670643
 1. Amount of passengers
 2. Destination of passengers
 3. ETA of aircraft at Den Helder Airport
- Minibus available at set time near apron gate at left hand side of terminal building
- Bottled water for passengers available in minibus.
- Drivers will wear face mask and protected clothing. Drivers will not open doors of the passengers.
- In case of emergency, the passengers can contact the driver by mobile phone. As soon as the cell phone rings, the driver parks the van as soon as possible to be able to speak to the passengers.
- Passenger hand in survival suit and life jacket at take their own luggage direct via the gate into the minibus
- Departure of minibus to given destination.

Appendix 1

Questionnaire for screening passengers at Den Helder Airport

On 27 February 2020, the first patient was diagnosed with the Corona virus in the Netherlands. Since then, more patients have been confirmed and governmental policies apply.

In order to protect your health, the health of your co-workers and to prevent a mandatory isolation of an offshore location, you are requested to answer the following questions:

01. During the past 14 days, have you been in touch with a person who has a confirmed diagnosis of Corona?

YES

- ***Unfortunately you are not allowed to travel offshore. Please contact your employer as well as your General Practitioner.***

NO

Please answer question 2

02. Does one of your immediate family members suffer from upper respiratory symptoms (nose cold / runny nose, cough, sore throat or short of breath) AND a fever?

YES

- ***Unfortunately you are not allowed to travel offshore. Please contact your employer as well as your General Practitioner.***

NO

Please answer question 3

03. Does one of your immediate family members work closely with proven Corona patients (healthcare) and does that family member have symptoms of a cold OR fever?

YES

- ***Unfortunately you are not allowed to travel offshore. Please contact your employer.***

NO

Please answer question 4

04. Do you suffer from either one or more of the following symptoms?

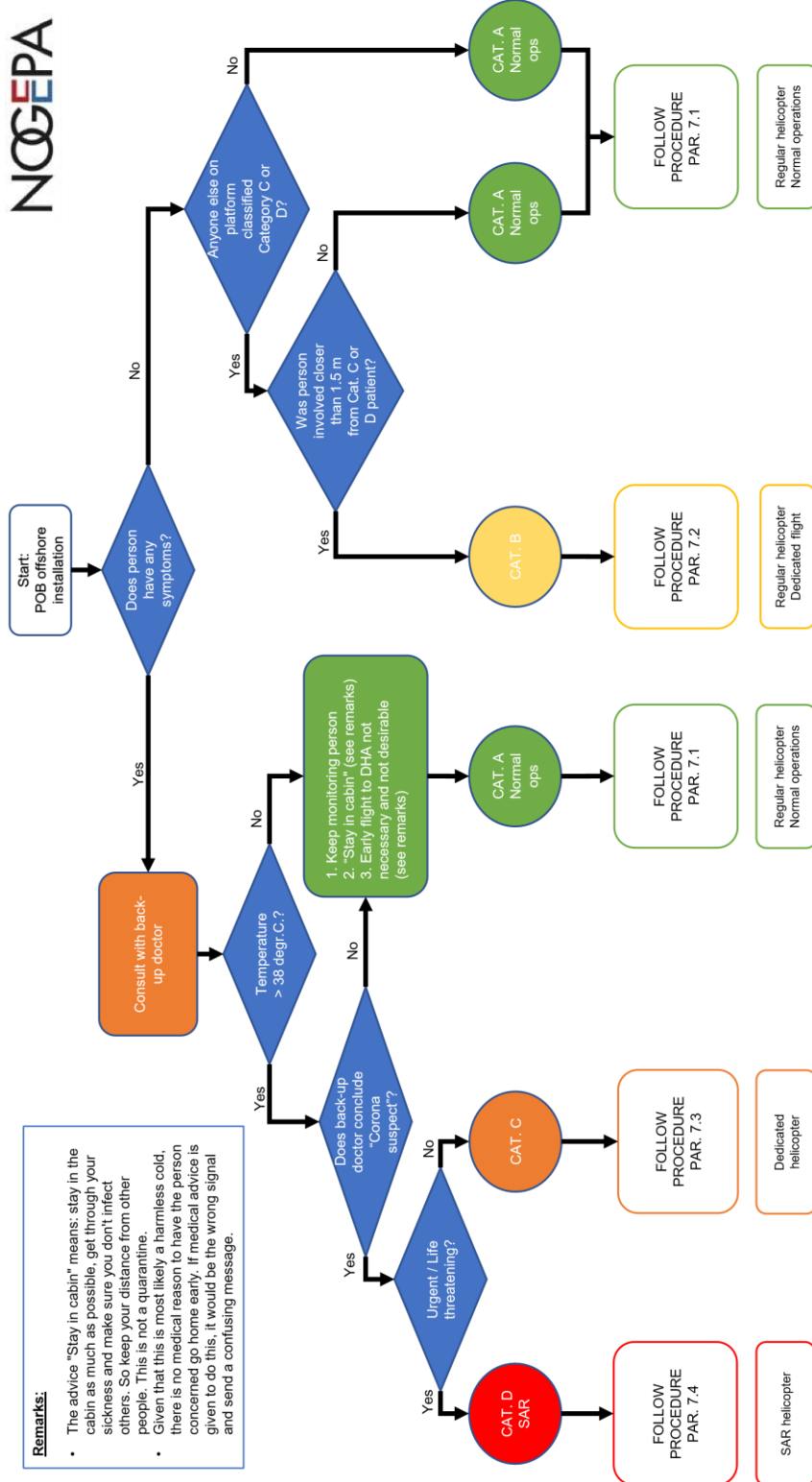
- **Cold**
- **Coughing**
- **Sore throat**
- **Fever (>38 degrees Celcius)**
- **Shortness of breath**

YES

- ***Unfortunately you are not allowed to travel offshore. Please contact your employer.***

NO End of questionnaire

Categorization of persons on board offshore installation



Appendix 3

Health authority confirmation

The following text is sent either as a signed attachment to an email or a signed email from the employer's email server.

Note: The highlighted yellow areas have to be filled by back-up doctor.

Confirmation of consultation regarding helicopter transport from **(installation)** to **(airport)** after suspected case COVID-19

(Relevant health authority, county physician, municipal physician....) recommends that helicopter transport from **(installation)** to **(airport)** can be resumed as prescribed below.

(physician oil company) has conducted close contact assessments in accordance with current guidelines from Rijksinstituut voor Volksgezondheid en Milieu (RIVM).

The status as of **(date)** is that there are **(total)** persons on board.

- **(number)** are defined as no symptoms and no close contact with the infected patient (Cat A)
- **(number)** are defined as no symptoms but in close contact with the infected patient (Cat B)

These two groups are advised to fly to **(airport)** by helicopter to shore in accordance with established procedure.

- **(number)** are defined as with symptoms but not in critical state and capable of traveling alone (Cat C)
- **(number)** are critically ill passengers. Only SAR can transport (Cat D)

These two groups are advised to fly by helicopter to shore in line with established MEDEVAC procedure.

This recommendation is valid for **(date)**

(place date,)

(Signature)

(Name)

Contact details E&P operators

Operator	Contact for screening at Den Helder Airport	24/7 Emergency Response Organization
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