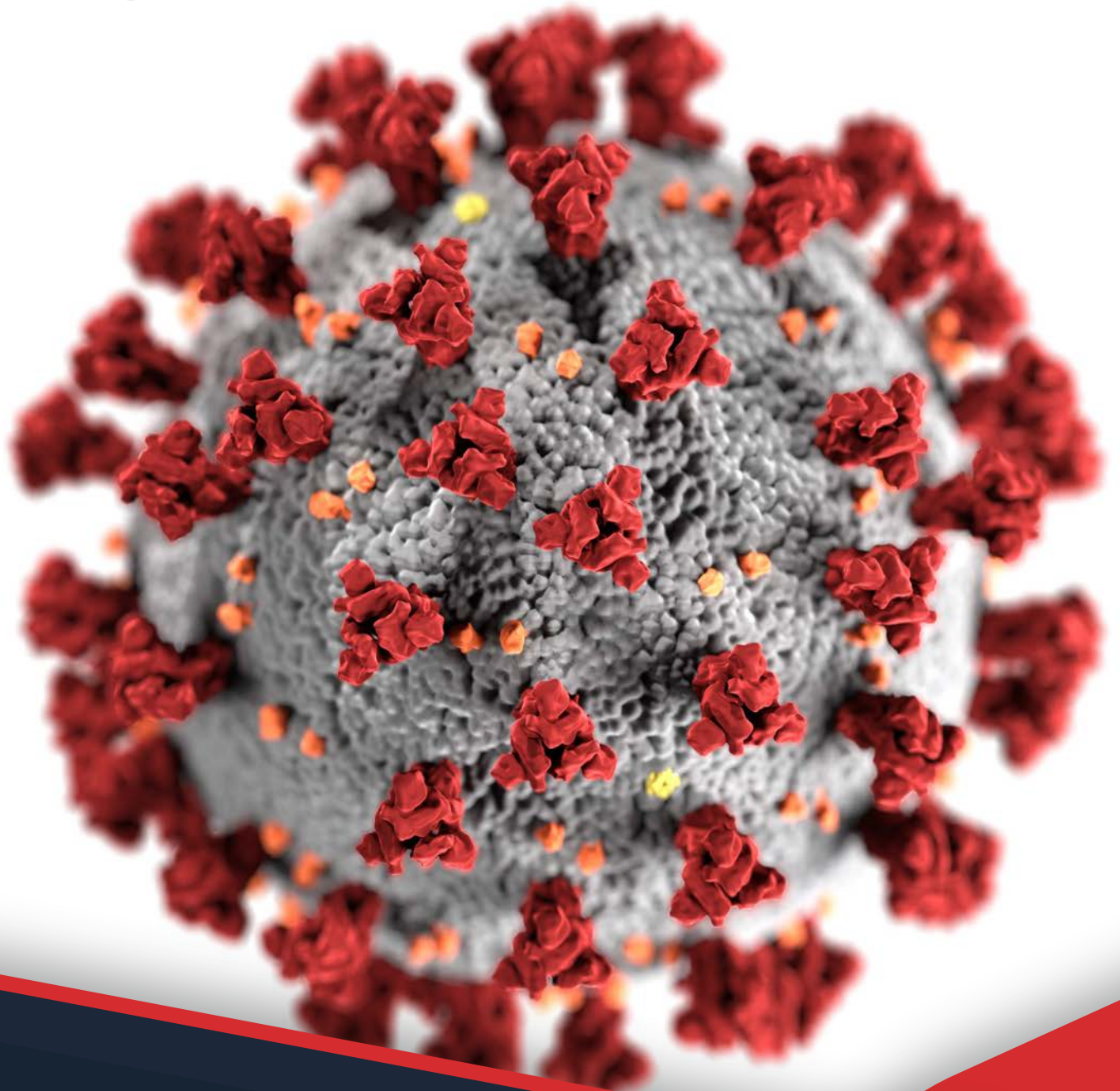




HSE
EGYPT OIL & GAS
HSE SUBCOMMITTEE



EGYPT OIL AND GAS
TECHNICAL COMMITTEE



COVID 19 (CORONAVIRUS)

MINISTRY OF PETROLEUM AND MINERAL RESOURCES
AND HSE SUBCOMMITTEE **EMERGENCY RESPONSE PLAN**

VOL. 01 - APRIL 1ST, 2020



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ABBREVIATIONS

CDC:	Center for Disease Control
ERP:	Emergency Response Plan
GM:	General Manager
HR:	Human Resources
MOHP:	Ministry of Health and Population
MOP:	Ministry of Petroleum and Mineral Resources
LTC:	Local Transportation Contractor
VP:	Vice President

COVID – 19 (CORONAVIRUS)

Ministry of Petroleum and Mineral Resources and HSE Subcommittee EMERGENCY RESPONSE PLAN

This document is a local Emergency Response Plan (ERP) in the event COVID – 19 is detected at any oil and gas company in Egypt. This ERP is to be followed based on the information supplied by the World Health Organization and Ministry of Health in Egypt. The objective of this ERP is for Oil and Gas companies operating in Egypt to align and identify clear paths for preventing the spread of the virus to keep our employees and their families safe.

TWO MAIN APPROACHES ARE REQUIRED TO MANAGE THE RISK:

- Prevention of the virus from spreading by implementing precautionary measures.
- Mitigation of the impact in the event employees are infected with the virus to prevent further transmission.

GUIDELINE - WHAT YOU NEED TO KNOW

COVID-19



SYMPTOMS



CONTAGION



PREVENTION



ROLES AND RESPONSIBILITIES:

RESPONSIBLE PARTY	RESPONSIBILITIES
AREA VP / GM / DIRECTORS / MANAGER / CHAIRMAN	<ul style="list-style-type: none"> Assess with HSE, HR and Medical Professional the possibility of outbreak and necessary actions to control the widespread of infection. Monitor incident severity and communicate with Corporate Crisis Management team updates, response, and precautionary actions taken to avoid outbreak. Coordinate emergency response efforts with government agencies, as appropriate. Inform employees of travel restrictions communicated from the Corporate Crisis Management team. Implement Work from Home program.
ADMINISTRATION / HUMAN RESOURCES MANAGER	<ul style="list-style-type: none"> Communicate to fellow employees any incident (may be also led by crisis management team). Communicate with infected person's medical provider (medical professional and/or their insurance company). Develop return to work criteria as advised by the Corporate Medical Director. Coordinate with employees showing symptoms to the appropriate testing facility.
HSE MANAGER / CORPORATE CRISIS MANAGEMENT TEAM	<ul style="list-style-type: none"> Monitor incident severity and communicate with Corporate Crisis Management team updates, response, and precautionary actions taken to avoid outbreak. Develop a disease outbreak plan in consultation with the Corporate Medical Director Classification of personnel based on degree of contact with IP to Class A, Class B, and Class C. Coordinate emergency response efforts such as isolation/quarantine of Class A persons. Follow directives from Ministry of Health on procedures for disinfection and preventative measures for outbreak and provide employees with educational materials provided by local health authorities or WHO on the risks and preventative measures for COVID-19. Communicate with Office Management to instruct cleaning staff to sanitize commonly touched surfaces (door handles, faucet handles, hand rails, etc.) at least (3-5) times per day. Communicate with Base Managers to instruct Food Services contractor to close Mess Halls and refrain from serving food in the Mess Hall.
DEPT. MANAGER	<ul style="list-style-type: none"> Notify the Area VP, HR Manager, HSE Manager and contractor Management of suspected person. Ensure daily temperature check by forehead / infrared thermometer. Track suspected person's work locations and notify management of such locations. Track location of infected person's coworkers and classify according to degree of contact with Suspected .
OFFICE MANAGEMENT / FACILITY / CAMP MANAGER	<ul style="list-style-type: none"> Instruct cleaning staff to sanitize commonly touched surfaces (door handles, faucet handles, hand rails, etc.) at least (3-5) times per day. Instruct Food Services contractor to close Mess Halls and refrain from serving food in the Mess Hall. Ensure tissues, hand sanitizers, and sanitizing wipes are provided for all employees. Base Manager to update daily personnel count log (IN/OUT) in his respective area.
MEDICAL DEPT. MANAGER / CONSULTANT DOCTOR	<ul style="list-style-type: none"> Provide instructions on methods to control the widespread of the virus and ensure business continuity. Provides medical support personnel if necessary. Temperature check on daily basis.

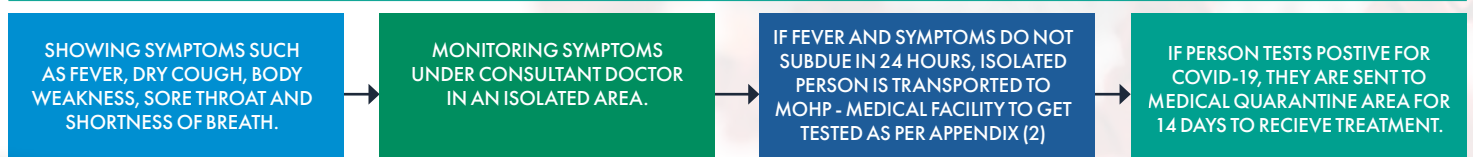
CLASSIFICATION OF PERSONNEL IN CONTACT WITH PERSONNEL SHOWING SIGNS OF (FEVER, DRY COUGHING, BODY WEAKNESS, SORE THROAT AND SHORTNESS OF BREATH)

Class A: Direct contact with the infected person who has tested positive via blood test or throat whip.

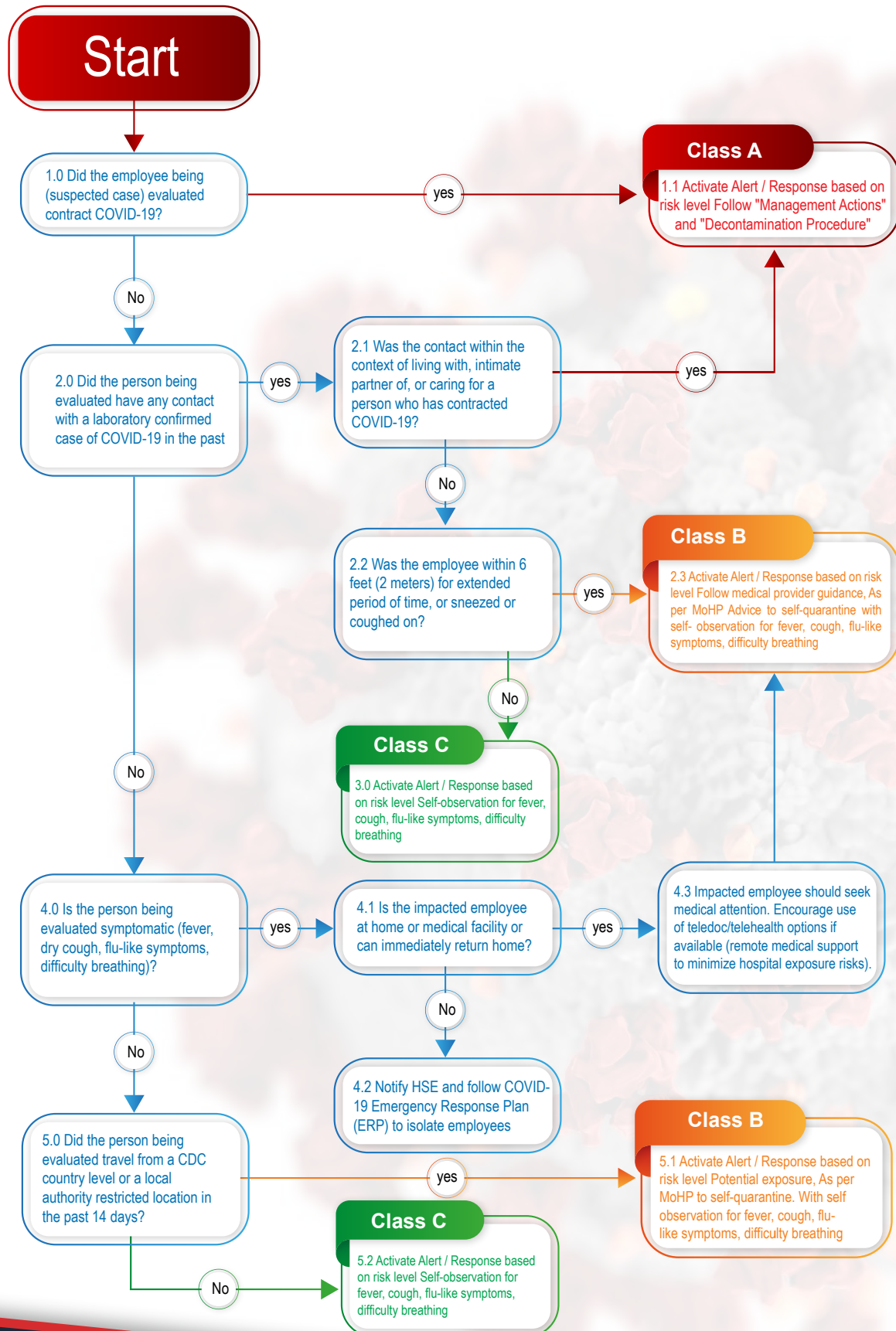
Class B: Indirect contact but was present on the same location/same office area/same workshop.

Class C: People who have had contact with personnel from Class B."

DETECTION AND IDENTIFICATION



ERP FLOW CHART



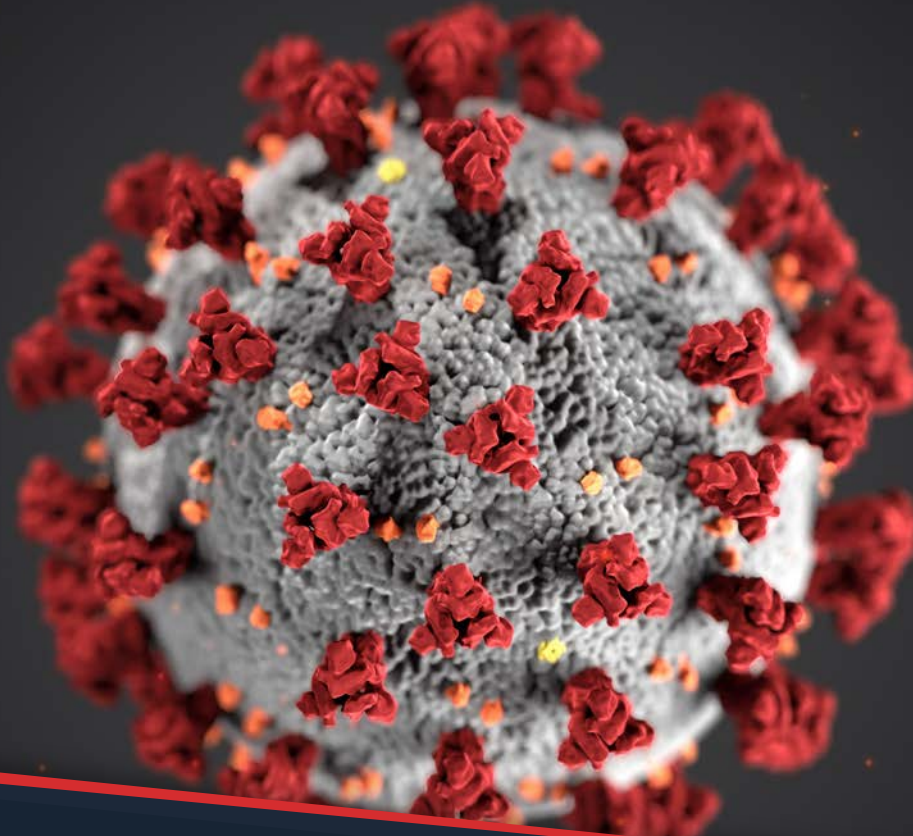
PANDEMIC LEVEL DETERMINATION AND PANDEMIC ALERT/RESPONSE

RISK LEVEL	DEFINITION	ALERT / RESPONSE
1	NO CASES IN LOCATION.	No Emergency measure needed – only ensure precautionary and control measures in place. “WORKING FROM HOME” and “EMPLOYEE ROTATION” are optional precautionary measure.
2	RECENT ISOLATED CASES IN LOCATION AND RECENT SPORADIC HUMAN-TO-HUMAN TRANSMISSION RISK.	Activate ERP, Isolation measures in action, contact medical provider and alert MoP and MoHP. Prepare Daily count and previous contact – meeting records and isolate any employees who were in contact with the isolated employee. Top Management to activate “WORKING FROM HOME” and “EMPLOYEE ROTATION”. Apply “Procedures for Decontamination”.
3	WIDESPREAD CASE IN LOCATION/ MORE THAN ONE CASE.	Crisis level, full quarantine to the area for 14 days – Alert MoP Emergency Room and MoHP, MoHP will take control.

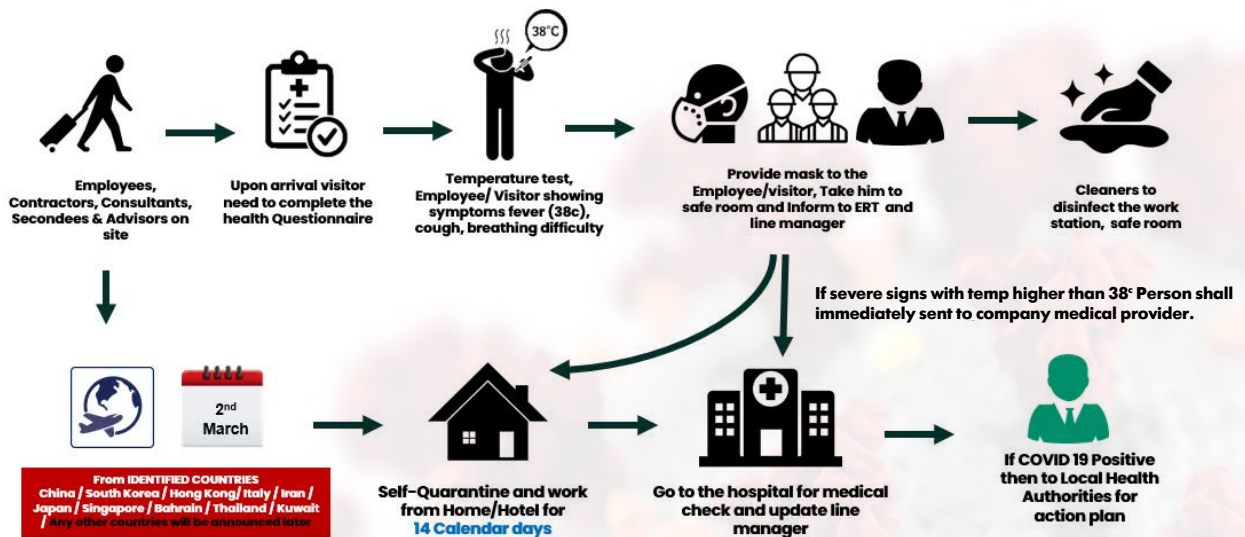


COMPANY WILL IMPLEMENT THE FOLLOWING STEPS WHEN THEIR LOCATION IS AFFECTED BY COVID-19 INFECTION.

1. Monitor and comply with directives from the Ministry of Health & Population.
2. For widespread on-going transmission implement work from home program whenever feasible.
3. Direct employees to go home immediately if they become ill at work and contact their medical provider.
4. Notify HSE and HR on impacted personnel.
5. HR & HSE to inform fellow employees of possible exposure to Covid-19 if an employee confirmed to have Covid-19 infection, but maintain confidentiality.
6. Limit visitors to company facilities in affected areas with the exception of business essential delivery personnel. Top management must make exceptions to this requirement.
7. Discourage use of public transportation and carpooling in affected areas, and to the extent possible, discontinue company provided or subsidized mass transportation in affected areas.
8. Implement mandatory social distancing (3-6 feet) and common surface sanitization practices in affected areas. Facility managers will instruct housekeeping staff to sanitize commonly touched surfaces (door handles, faucet handles, hand rails, etc.) at least three times per day.
9. After notification to the Crisis Management Team, the Crisis Manager will communicate travel restrictions as necessary.



RESPONSE PROCEDURES



N.B All oil and gas companies are to have dedicated isolation rooms in their offices and bases with separate bathrooms to be used in the case that an infected person is suspected to have COVID-19. Ensure all isolation rooms are well ventilated.

PROCEDURES FOR DECONTAMINATION

1. Cleaning staff are to wear the following PPE:
 - a. Disposable coveralls
 - b. Disposable latex gloves
 - c. N95 Disposable respirators
 - d. Goggles & Face Shield
2. Clean surfaces with sanitizer.
3. Change bed sheets inside isolation room.
4. Ensure room is well ventilated and aired.
5. Restrict access to isolation rooms after disinfection has been completed.

**FOR ADDITIONAL INFORMATION
ON COVID-19**

Frequently Asked Questions or contact Global HSE
World Health Organization
Centers for Disease Control and Prevention
www.care.gov.eg

FOR ARRIVALS FROM OR PASSING THROUGH ANY OF HIGH RISK LEVEL 3 TRAVEL HEALTH NOTICE COUNTRIES, APPLY CDC MEASURES BELOW:

STAY HOME FOR 14 DAYS FROM THE TIME YOU LEFT AN AREA WITH WIDESPREAD, ONGOING COMMUNITY SPREAD (LEVER 3 TRAVEL HEALTH NOTICE COUNTRIES) AND PRACTICE SOCIAL DISTANCING.

TAKE THESE STEPS TO MONITOR YOUR HEALTH AND PRACTICE SOCIAL DISTANCING:

1. Take your temperature with a thermometer two times day and monitor for fever. Also watch for cough or trouble breathing.
2. Stay home and avoid contact with others, Do not go to work or school for this 14-day period, Discuss your work situation with your employer before returning to work.
3. Do not take public transportation, taxis or ride-shares during the time you are practicing social distancing.
4. Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
5. Keep your distance from others (about 6 feet or 2 meters).

LAND TRANSPORTATION (OWNED AND CONTRACTORS' VEHICLES) MEASURES IN LEVEL 1:

1. Clean and disinfect the vehicle, especially high-contact points like seats and handrails after every trip.
2. Vehicles are equipped with Hand Sanitizers for the driver, and preferably for passengers who need it.
3. Driver's temperature screening twice daily.
4. Drivers are provided with surgical masks to wear, if needed
5. Drivers provided with disposable tissue paper to cover mouth when sneezing or coughing.
6. Waste bin provided in the vehicle for proper disposal and clear daily.
7. Drivers are brief on what is Covid-19 and to practice good personal hygiene.
8. Drivers shall seek medical attention if unwell and refrain from fetching passengers.
9. LTC conduct survey of all drivers of their travel history and health condition.
10. LTC to keep record of drivers' temperature before leaving the LTC base.
11. LTC to communicate all the drivers who are not fit to drive based on temperature checks and self-assessments

LAND TRANSPORTATION (OWNED AND CONTRACTORS' VEHICLES) MEASURES IN LEVEL 2 AND LEVEL 3 CASES:

Procedure for decontamination - *see in page 8*

APPENDIX (1) AMBULANCES LOCATIONS AND CONTACTS FOR TRANSPORTATION (NOT FOR MEDICAL TREATMENT)

BASE	MEDICAL FACILITY	CONTACT NUMBER
CAIRO	As-Salam International Hospital	19885 / 02-25240250
	Dar El Fouad Hospital	02-38247247 / 011-2211190/1/2
	Maadi Ambulance	123 / 02-25253873
MARSA MATROUH	Abdallah Eissa Specialized Hospital	046-4934823
	Matrouh Public Hospital	046-4933355 / 046-4939494
EL SALAM	KPC Field Clinic	01221606235
KARAMA	Qarun Emergency Radio Room	02-27063660 / 01226655769
ABU RUDIES	Public Ambulance	123
RAS SHUKIER	Ras Gharb Central Hospital	065-3620535 / 065-3624650
	Red Sea Hospital	065-543850
PORT SAID	Portsaid Military Hospital	066-3223722 / 066-3222673 066-3221676
	Delfrand Hospital	066-3225695 / 066-3223663
DAMEITTA	ENI Clinic	N/A
ALEXANDRIA	Andalusia Semouha Hospital	03-4879999
	International Medical Center in Semouha	03-4272652/ / 53/58/59/63

APPENDIX (2) CONTACT NUMBERS FOR COVID-19 TESTING FACILITIES

MEDICAL FACILITY	LOCATION	CONTACT NUMBER
HEALTH LABS FOR MINISTRY OF HEALTH	El-Shaikh Rihan, Ad Dawawin, Abdeen, Cairo Governorate	+2 27950096
ABBASIA FEVER HOSPITAL	El-Abaseya, Emtedad Ramses, Cairo Governorate	+2 27950096
MINISTRY OF HEALTH	25, Maglish El Shaab, As Sebaeyin, El-Sayeda Zainab, Cairo Governorate, Egypt	105- 15335 (we call this number when there is any case suspicion)
AIN SHAMS SPECIALIZED HOSPITAL LAB	El-Khalifa El-Maamoun, El-Qobba Bridge, Heliopolis, Cairo Governorate	+2 0109 810 6892

APPENDIX (3) COVID-19 PANDEMIC MANAGEMENT CENTERS FOR LEVEL 2 AND LEVEL 3 RISKS

MEDICAL/PANDEMIC SUPPORT CENTER	LOCATION	CONTACT NUMBER
MOHP (MINISTRY OF HEALTH AND POPULATION) COVID REPORTING	25, Maglish El Shaab, As Sebaeyin, El-Sayeda Zainab, Cairo Governorate, Egypt	105 - 15335
WHO REPRESENTATIVE	Magless El Shaab, PO Box No. 146, Cairo, 11516	+202 27957706

APPENDIX (4) ADDRESS & TELEPHONE NUMBERS TO HOSPITALS RECEIVING SUSPECTED COVID-19 CASES IN ALL EGYPT - MINISTRY OF HEALTH HOTLINE 105/15335

CITY	HOSPITAL	ADDRESS	TELEPHONE NUMBER
CAIRO	Al- Abasiya Fever	1st Ramsis extension st., next to international station	02/23425126
	Halwan Fever	11st , Farid Sarhan branched from Feid Halwan	02/25561530
GIZA	Imbaba Fever	Nile Corniche Street	02/33112430
ALEXANDRIA	ElHadara Fever	Ambrozo Area, infront of ElHadra prison	03/4293144
QALUIBIA	Benha Fever	New Benha infront of Traffic adminstartion management	013/2223379
	Toukh Fever	Ahmed Abdel Aziz St. - Highway	013/2460385
M.MATROUH	Matrouh Fever	Next to weather adminstartion	046/4932358
ELBEIHARA	Damnhour	Nasr St. next to Damnhour station	045/3349254
	Kafr ElDawar	Ahmed Oraby Street	045/2212181
EL-EMNEOUFIA	Shebin Elkoum	Meit Khalaf, back of Shebin elkoum hospitals center	048/2269310
	Menouf	Hospitals Street	048/3664506
ELGHARABIYA	Tanta	Taha El-Hakim Street	040/3342875
	El-Mahala Fever	El- Mahala El-Kobra	040/2422264
	Kafr Elzayat Fever	Alex. Cairo Agricultural road, next to Daltex Company	040/2542536
KAFR ELSHEIKH	Kafr Eksheikh fever	ElMahala Road next to chest hospital	047/3232714
	Desouk fever	Hospitals Street - Desouk	047/2562953
DAKAHELIA	El-Mansoura Fever	Chest Hospital, El Mansoura	050/2245602
DAMIETTA	Damietta Fever	El Haras Gate, Aly Mesharfa St.	057/2224257

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CITY	HOSPITAL	ADDRESS	TELEPHONE NUMBER
ASSUIT	Assuit Fever	Gesr El Sultan - elsadat area	088/2333317
	ElSahmiya Fever	ElShamia - Sahl Selim	088/2633888
NORTH SINAI	ElErish Fever	Airport Road	068/3320236
PORT SAID	Port Said Fever	El Tholathiny - Saad Zaghloul intersection with 23 July st.	066/3250236
SUEZ	El-Ismaillia fever	El Galaa bridge , Ismaillia City	062/3454071
EL-SAHRQUIA	ElSharquia Fever	Tegened St.	055/2283286
	Fakous Fever	Fakous - El Sharquia	055/3972727
BENI SEUIF	Beni Seuif Fever	Abdel Hamid Gendy St. in front of Court area	082/2322032
EL-FAYOUM	Fayoum fever	El-Salkhana building next to parkign areas	084/6357164
EL-MENIA	El menia fever	ElMenia Fever Hospital square	086/2363363
	Malawi fever	26, malawai st. agricultural projects building	086/2632969
	Maghagha fever	End of 26, July street	086/7550377
	Deir Mowas Fever	Fadel Allah Abo Elhassan - Deir Mowas	086/22010015
	Samlout Fever	Shousha Road Samlout	086/7718140
	ElAdwa Fever	Schools road in Maghagha	086/7460272
	Beni Mazar fever	Cairo Aswan agricultural road next to health insurance	086/7820331
SOUHAG	Souhag Fever	Tahrir Street, Souhag	093/2325644
QENA	Qena Fever	23, July street, hospitals street	096/5332012
	Nagaa Hamady Fever	Tahrir Street, Nagaa Hamady	096/6580790
ASWAN	Aswan Fever	Industrial area	097/2302523
	Idfu Fever	ElRamady area In Idfu	097/4707817
LUXOUR	El-Luxour Fever	Elhabeel Deseret road	095/2321510
	Armanat Fever	ElWabart B-armant	095/2620346
RED SEA	Hurghada Fever	In front of Mubark area, 8 Hurghada city	065/3549188

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