



Guidelines:

COVID-19 Prevention Measures

ECM: 203232

Date: September 18th, 2020

Introduction

This document is to be used as a reference document for Task Risk Assessments (TRAs) and details measures to be in place while working with multiple people on TAQA sites with the aim to prevent the spread of COVID-19 (or Corona virus). The strategy used in this document is largely based on occupational hygiene. The strategy consists of measures aimed at preventing contaminated personnel to work at TAQA sites and in addition, reduce the risk of contamination at the work location.

The instructions are based on the guidelines as presented by the RIVM¹.

These instructions shall be communicated to the applicable contractors in advance of the activities to be performed. Contractors are required to verify with their personnel whether or not personnel are able to work on TAQA operated installations in accordance with the TAQA COVID-19 Safe Work Guidelines prior to arriving on-site. Contractors are expected to check the health status of their personnel in accordance with the TAQA COVID-19 Questionnaire² 3 days prior to the start of the activities.

¹ <https://www.rijksoverheid.nl/documenten/publicaties/2020/03/27/protocol-samen-veilig-doorwerken>

² Refer to the COVID-19 Questionnaire (ECM #204867)

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Instructions

Activities	Risk	Mitigating Measures
Pre-working activities, when arriving on site	Having potentially contaminated personnel working on site.	<ul style="list-style-type: none">• Personnel must only come to work if they do not have any health complaints (for at least 24 hours), this also includes mild colds (e.g. runny nose, chapped throat, mild coughing, etc.);• If a member of a personnel's household is developing possible symptoms of COVID-19 (e.g. persistent cough and/or high-temperature fever) then personnel must not attend a TAQA site for a period of 10 days from when they first became ill;• Personnel who have visited any country or region up to 10 days prior to starting activities on TAQA operated sites that are colour coded red as published³ by the Dutch Government, will not be permitted access;• Personnel who have visited any country or region up to 10 days prior to starting activities on TAQA operated sites that are colour coded orange as published³ by the Dutch Government, are required to have taken the appropriate personal quarantine measures in accordance with the RIVM quarantine guidelines⁴ prior to arriving on-site;• Non-TAQA staff are required to fill in a questionnaire⁵ regarding their health status. On onshore TAQA operated sites, non-TAQA staff are required to keep a copy of the filled-out questionnaire with them at all times and will need to ensure it is kept up to date with respect to their current health status. Non-TAQA staff may be asked to present their filled-out questionnaire prior to release of the permit on-site;• When driving to the work site, personnel are encouraged to not share a vehicle with other people. In case of multiple people per car (carpooling), all personnel in the vehicle must wear a surgical face mask⁶;• In case the minimum distance of 1.5 meters between personnel waiting at the permit desk can not be sustained, personnel can be asked to wait in the room across the permit desk (at the Overkant office);• Coveralls shall be cleaned regularly;

³ <https://www.netherlandsworldwide.nl/latest/news/2020/06/15/going-on-holiday-abroad-countries-whose-borders-are-open>

⁴ <https://www.rivm.nl/coronavirus-covid-19/quarantaine>

⁵ Refer to the COVID-19 Questionnaire (ECM #204867)

⁶ <https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/verkeer-openbaar-vervoer-grensstreek/vervoer-met-de-auto-of-taxi>

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Activities	Risk	Mitigating Measures
Pre-working activities, when arriving on site (continued)	Having potentially contaminated personnel working on site.	<ul style="list-style-type: none"> ● Personnel visiting a TAQA offshore installation for more than 24 hours will be submitted to COVID-19 testing at Den Helder Airport prior to flying offshore. Testing results will take approximately 24 to 48 hours to be analysed. Until the results are in personnel will need to wear surgical face masks while in being in the accommodation or outside when the 1.5m social distance cannot be adhered to. ● Personnel visiting a TAQA offshore installation will be submitted to a temperature scan at Den Helder Airport prior to flying offshore. In case their body temperature is above 38 degrees °C, personnel will be denied access to the helicopter;
While being present on TAQA sites / offices	Contamination of COVID-19 between personnel on site.	Implement standard occupational hygiene practices: <ul style="list-style-type: none"> ● Wash your hands regularly with soap and water (for a detailed instruction refer to Plusport for a training regarding the proper way to wash your hands); ● Cough and sneeze in the inside of your elbow; ● Use tissue paper, and dispose directly after use; ● Do not shake hands; ● Keep 1.5 meters (two arm lengths) apart; ● Clean / disinfect tools where possible, whenever you are done with your work or go on a break; ● Use your own equipment as much as possible.
While being present in the office or cantina / temporary office / portacabin	Contamination of COVID-19 between personnel on site.	<ul style="list-style-type: none"> ● Idem as above; ● Wash your hands first thing after you go inside; ● Limit the amount of people being present in the room at the same time, aim for a number of 3 personnel or less (e.g. take breaks in smaller groups); ● Keep a minimum distance of 1.5 meters between personnel at all times; ● Make sure that the rooms are cleaned more often and that soap / disinfectant and disposable towels are available; ● No working clothes are allowed inside, except for the change room.

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Activities	Risk	Mitigating Measures
Activities with more than 1 person within a limited space, in 3D	Contamination of COVID-19 between personnel on site.	<ul style="list-style-type: none">• Idem as above;• Implement standard Personal Protective Equipment (PPE) requirements;• In case a minimum distance of 1.5 meters between personnel can not be maintained at all times (to be verified during the Last Minute Risk Assessment (LMRA)), the following additional PPE is required:<ul style="list-style-type: none">○ Surgical face mask⁷ or alternative face protection e.g. personal filter mask, Powered Air Purifying Respirator (PAPR), etc.
Overnight stay during a project	Contamination of COVID-19 between personnel on site.	<ul style="list-style-type: none">• For onshore personnel, the standard COVID-19 mitigation measures as enforced by the Dutch government apply⁸.

⁷ Surgical face masks limit the chance of a person spreading the COVID-19 virus.

⁸ [https://www.rivm.nl/coronavirus/covid-19/vragen-antwoorden#Vragen over voorkomen besmetting](https://www.rivm.nl/coronavirus/covid-19/vragen-antwoorden#Vragen%20over%20voorkomen%20besmetting)