COVID-19 BACK-TO-OFFICE GUIDE

ADNOC

ENSURING YOUR HEALTH, SAFETY & WELLBEING

This Guide outlines the detailed policies, procedures and safety steps that comprise the Back-to-Office plan which is being implemented by ADNOC and each of its Group companies (together the "ADNOC Group") in order to ensure the health, safety and wellbeing of our employees, contractors, suppliers and visitors to our offices.

The strategy, procedures and safety steps set out in this Guide have been developed by ADNOC Group's Business Continuity, Health, Safety and Environment (HSE), Medical, General Service Administration (GSA) and Human Capital (HC) teams, in close alignment with and in reference to the government directives issued by relevant authorities including the United Arab Emirates' (UAE) National Emergency Crisis and Disasters Management Authority (NCEMA), UAE Ministry of Health & Prevention, Abu Dhabi Public Health Center, Federal Authority for Government Human Resources, Abu Dhabi Department of Government Support, Abu Dhabi Department of Culture and Tourism, and UAE Ministry of Interior.

This Guide is intended to provide supplementary materials to support the ADNOC Group leadership teams working at each of our offices with the necessary information and procedural checklists that are needed to prepare for and implement the Back-to-Office plan.

This Guide may be updated (including by the issuance of supplemental operating procedures) as the COVID-19 situation evolves and/or if new government directives/regulations are issued.

Please read through this Guide in detail, so that you are clear about what is required of you and your teams during this process.

It is important that we all **act responsibly** and **adhere strictly** to the strategy, procedures and safety steps set out in this Guide – to help look after each other and protect the health and safety of our ADNOC Group family.

Note: This Guide is an abridged and collated version of documents that have been developed and issued by the ADNOC Group in response to the COVID-19 pandemic, including the ADNOC Group COVID-19 Business and Travel Guidelines, and the ADNOC Group COVID-19 Head-Office Management Plan and Operational Guidelines documents. The relevant documents (including any updates) will be available on the ONE ADNOC microsite or please contact your relevant HSE focal point for direction.

NOTHING IS MORE IMPORTANT THAN THE HEALTH AND SAFETY OF OUR WORKFORCE

MESSAGE FROM ADNOC GROUP CEO, H.E. DR. SULTAN AHMED AL JABER

Dear Colleagues,

I hope that you and your families are safe and well. I want to start by thanking you for your extraordinary commitment and dedication during these unprecedented times.

I am extremely proud of the hard work and resilience the entire ADNOC family has shown during this period of disruption. By following the health and safety guidelines closely, staying focused and remaining positive, there has been no interruption to critical operations, and our productivity and engagement levels have been exceptional. This is despite the fact that a majority of our office-based employees have been working remotely.

We have now started to implement our gradual return to the office, in a careful and phased approach that continues to put the health and safety of all our people first and foremost. As we proactively respond to COVID-19, I want to assure you that this commitment will not change in the weeks and months ahead.

Our Business Continuity, HSE, Medical, GSA and HC teams are coordinating closely with all relevant government authorities including NCEMA, the UAE Ministry of Health & Prevention, and the Abu Dhabi Public Health Center to ensure that the necessary precautions are implemented for a safe return to the office.

We are also utilizing our world-class Panorama Digital Command Center to track and model infection and recovery rates. This artificial intelligence-driven analysis is guiding us as we continue our phased move back to our offices over the coming weeks.

This Guide outlines the strategy, procedures and safety steps we will adopt in the Back-to-Office plan, keeping the health and wellbeing of you and your families at the forefront.

Thank you again for your contributions and hard work to ensure ADNOC remains the dependable bedrock of the UAE. We are one ADNOC family and will come through this together.

I look forward to seeing you back in the office in the coming months, and working together to realize our vision of an even stronger ADNOC Group.

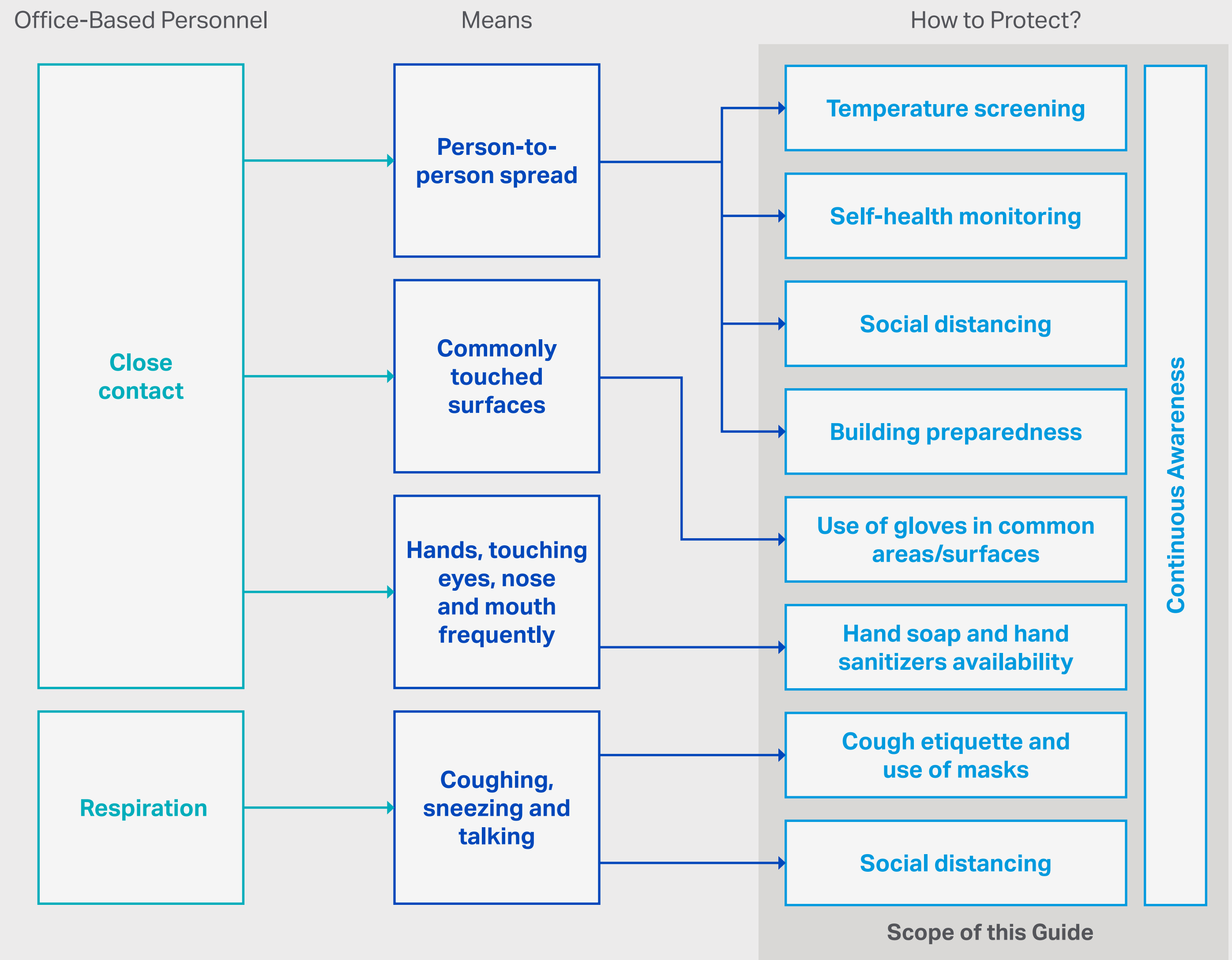**H. E. Dr. Sultan Ahmed Al Jaber**
ADNOC Group CEO

WHAT TO PREPARE FOR

ADNOC has taken a proactive and responsible response to COVID-19 to protect our employees, contractors and the communities in which we operate. Actions taken include moving the majority of our office-based employees to remote working, restricting access at sites, issuing camp management guidelines, and the extensive testing of employees, third-party contractors and community partners. As a result of these proactive actions, our critical operations have continued without interruption.

As we now expand on our plan for a gradual return to the office, we continue to emphasize the importance of ADNOC's safety culture and our commitment to maintaining the highest standards of health and safety.

Here is a summary of the COVID-19 prevention "framework" developed by the World Health Organization (WHO) and the corresponding precautionary measures that we are taking at ADNOC to protect our workforce throughout the implementation of the Back-to-Office plan.

Protecting Our Staff
Following World Health Organization (WHO) Guidance

Office-Based Personnel | Means | How to Protect?

Close contact
- Person-to-person spread
- Commonly touched surfaces
- Hands, touching eyes, nose and mouth frequently

Respiration
- Coughing, sneezing and talking

How to Protect?
- Temperature screening
- Self-health monitoring
- Social distancing
- Building preparedness
- Use of gloves in common areas/surfaces
- Hand soap and hand sanitizers availability
- Cough etiquette and use of masks
- Social distancing

Continuous Awareness

Scope of this Guide

THE BACK-TO-OFFICE "JOURNEY": WHAT TO PREPARE FOR

In planning the Back-to-Office process, we also looked at the daily office "journey" that employees/personnel will embark on, to ensure we consider all potential risks and corresponding prevention measures.

There are **six key elements** related to this "journey" that we are addressing and preparing for in our Back-to-Office plan. Here is a summary of the **six key elements**, which will be covered in detail in this Guide:

1 BACK-TO-OFFICE PLAN

2 BUILDING PREPAREDNESS

3 BEFORE LEAVING FOR THE OFFICE

4 ARRIVING IN THE OFFICE

5 WORKING IN THE OFFICE

6 RETURNING HOME FROM THE OFFICE

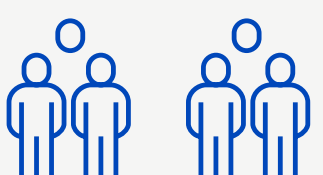|					
▪ The Five Phases	▪ Security & Access	▪ Before Coming to the Office	▪ Entry Gate	▪ General Precautionary Measures	▪ Health & Safety Precautions at Home
▪ Preparing Employees	▪ Catering		▪ Attendance Swiping		
▪ Line Manager Roles & Responsibilities	▪ Cleaning & Disinfection			▪ Social Distancing	
▪ Pandemic Wardens	▪ Maintenance Activities			▪ Office Space Set-up	
	▪ Transportation & Commuting			▪ Use of Meeting Rooms	
	▪ Other Services			▪ Safety Monitoring	

BACK-TO-OFFICE: THE FIVE PHASES

SECTION 1

THE FIVE PHASES

ADNOC's Back-to-Office plan will be conducted carefully and gradually over five phases to help ensure a safe return to the office for employees and contractors.

		Office-Based Personnel	Operational Service Staff	Restrictions	Measures	
Phase 1		30%	10% daily (segregated and controlled)	**100%**	• Frequent testing • Meeting rooms closed/MS Teams only	• No visitors allowed • International business travel restricted
Phase 2		60-70%	20% daily (segregated and controlled)	**100%**	• Frequent testing • Meeting rooms closed/MS Teams only	• No visitors allowed • International business travel restricted
Phase 3		60-70%	20% daily (segregated and controlled)	**~50%**	• Initial testing only • Meeting rooms restricted & MS Teams	• Visitors within Group companies • HA Travel Guidance – 14 days quarantine
Phase 4		All staff	Full capacity (segregated)	**~50%**	• Initial testing only • Meeting rooms restricted & MS Teams	• Visitors within Group companies • HA Travel Guidance – 14 days quarantine
Phase 5		All staff	Full capacity	**~10%**	• Testing for symptomatic only • Meeting rooms open/occupancy limited	• Visitors allowed with approval • No restrictions on international business travel

THE FIVE PHASES

PROGRESSION THROUGH EACH PHASE

The decision to initiate each phase of the Back-to-Office plan will be proposed by the ADNOC Group COVID-19 Alignment Team and endorsed by the ADNOC Group COVID-19 Business Continuity Extended Leadership Team, and will depend on a risk assessment of the pandemic conditions at the time, taking into consideration the following factors:

- COVID-19 infection rate (both locally and globally)

- UAE or Abu Dhabi government directives

- Guidance from relevant health authorities and the ADNOC Group Health Advisory Team

- Review of office-based personnel readiness to progress through each phase of the Back-to-Office plan

- Other relevant considerations at that time

The decision will be duly communicated to each of the Group companies for their alignment with the expectation that all ADNOC Group companies will transition from one phase to another at the same time.

Any Group company seeking to deviate from the ADNOC Group phasing timetable must contact their relevant Business Line Director.

The Back-to-Office plan may also be modified as and when required, depending on the situation and in accordance with relevant government requirements.

THE FIVE PHASES

OFFICE-BASED PERSONNEL
Employees and desk-based contractor staff

OPERATIONAL SERVICE STAFF
Operational services such as cleaning, drivers etc. and third-party staff such as restaurant and catering staff

PHASE 1

- 30% of Office-Based Personnel will return to the office with the exclusion of "At Risk Personnel" or "Exempted Personnel"

- Office-Based Personnel shall undergo COVID-19 testing initially and every two (2) weeks

- 100% of COVID-19 restrictions will apply during this phase (i.e., Level 1 Precautionary Measures listed in Appendices 1 & 2)

PHASE 1

- Operational Service Staff providing essential services shall be divided into Day Shift crew and Night Shift crew. A Contingency Crew will also be established by each ADNOC Group company to be available to replace the Operational Service Staff in case of an emergency/positive COVID-19 case in either the Day/Night Shift crews

- Total Day Shift crew and Night Shift crew to be reduced to 10% of usual capacity; with a focus on reducing Day Shift crews to a minimum, and all activities that can be done after office working hours to be deferred to Night Shift crew responsibilities. The Contingency Crew composition is to be decided by each ADNOC Group company

- Essential Operational Service Staff shall be accommodated and undergo COVID-19 testing initially and every two (2) weeks

THE FIVE PHASES

OFFICE-BASED PERSONNEL
Employees and desk-based contractor staff

PHASE 2

- 60-70% of Office-Based Personnel will return to the office with the exclusion of "At-Risk Personnel" or "Exempted Personnel"
- Office-Based Personnel shall undergo COVID-19 testing initially and every two (2) weeks
- Phase 1 COVID-19 restrictions (i.e., Level 1 precautionary measures) shall remain in place during Phase 2 with some relaxations

PHASE 3

- 60-70% of Office-Based Personnel will return to the office with the exclusion of "At-Risk Personnel" or "Exempted Personnel"
- Office-Based Personnel shall undergo COVID-19 testing initially
- COVID-19 restrictions/precautionary measures will be partially relaxed for Phase 3. The relaxed restrictions may be updated by ADNOC Group, subject to government regulations and guidance from health authorities at the time

OPERATIONAL SERVICE STAFF
Operational services such as cleaning, drivers etc. and third-party staff such as restaurant and catering staff

PHASE 2

- Total Day Shift and Night Shift crew may increase up to 20% of usual capacity under same aforementioned conditions
- Essential Operational Service Staff shall be accommodated and undergo COVID-19 testing initially and every two (2) weeks until further notice

PHASE 3

- Total Day Shift and Night Shift crew may increase up to 20% of usual capacity under same aforementioned conditions
- Essential Operational Service Staff shall be accommodated and undergo COVID-19 testing initially and every two (2) weeks until further notice

THE FIVE PHASES

OFFICE-BASED PERSONNEL	OPERATIONAL SERVICE STAFF
Employees and desk-based contractor staff	Operational services such as cleaning, drivers etc. and third-party staff such as restaurant and catering staff

PHASE 4

- Phase 4 will encompass all Office-Based Personnel returning to the office in preparation towards returning to the new normal
- Office-Based Personnel shall undergo COVID-19 testing initially
- The relaxed COVID-19 restrictions from Phase 3 shall be maintained during Phase 4

PHASE 4

- In Phase 4, ADNOC Group companies can utilize a full Operational Service Staff workforce as they see fit
- Operational Service Staff shall undergo COVID-19 testing initially
- Essential Operational Service Staff shall continue to be accommodated, but segregation from Contingency Crew will no longer be necessary

PHASE 5

- Phase 5 will continue with all Office-Based Personnel returning to the office, and with the final set of relaxed measures that will be considered to be the new normal in a post-COVID-19 world
- Office-Based Personnel shall undergo COVID-19 testing if symptomatic

PHASE 5

- The final Phase 5 will see a return to the new normal at full capacity, with the final set of relaxed restrictions being adopted as the new normal
- Operational Service Staff shall undergo COVID-19 testing if symptomatic
- All Operational Service Staff may be allowed to return to their own accommodations
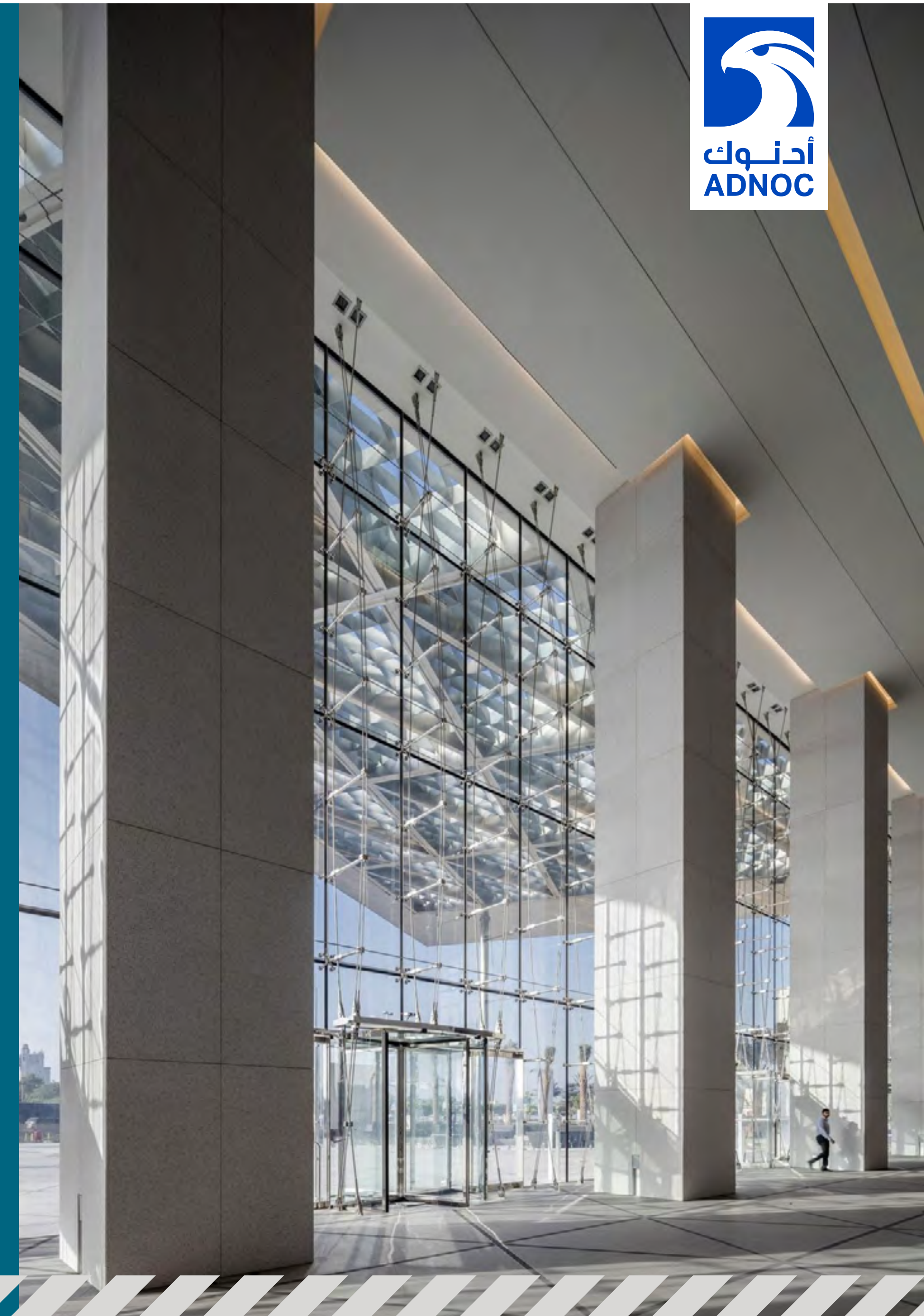
LEADERS SHOULD USE THE FOLLOWING CRITERIA TO IDENTIFY ELIGIBLE EMPLOYEES FOR PHASE 1

As an underlying principle for this activity, ADNOC aims to give its employees as much choice and flexibility as is practical. Leaders are encouraged to have conversations with their team members during this process and seek to accommodate their needs and wishes, where possible.

Is their role best done in the office and does it meet business continuity standards?

- **Their specific duties** require them to be in the office setting

- **Their job is better performed** in the office (i.e., because they need access to equipment available in the office or they are required to have interaction with other identified team members)

- There are **backup staff members identified** for individuals returning to the office who will continue to work from home in Phase 1 Backup staff must be available to assume responsibility so that the business can continue in the event there is a second wave. This backup staff should not go into the office during Phase 1

- **They have been thoroughly briefed on the Back-to-Office protocols**

Is the individual best suited to return to the office now or should they continue to work from home for the time being based on the following factors?

- **High risk and exempt categories:** Medically vulnerable (pregnancy, health conditions, etc.), aged 60 and above, parent of school-aged children, etc.

- **Risk of exposure:** Does the individual live in a household that puts him/her at higher risk of exposure to COVID-19 (such as a household member that is suspected/positive case or who has recently traveled outside the UAE)?

- **Readiness and comfort:** Is this person comfortable with the protocols and precautions that we are implementing? Does the individual have health and safety concerns for themselves or their family members?

- **Life circumstances:** What personal demands is this person experiencing regarding childcare, elder care or responsibilities for tending to sick family members? What type of transportation is required for the person to return to the work site, and is that type available? Does the person have a well-defined space at home that is suitable for productive and engaging long-term remote work?

- **Performance:** How has this individual performed before and after shifting to working remotely? Tracking and supporting staff who have performance issues may be more difficult from a distance

- **Strengths:** Some people work remotely with a high degree of success despite minimal interventions. Others may be in the same role, but they perform better with the interactions and structure of on-site work

EMPLOYEES EXEMPTED FROM WORKING IN THE OFFICE
(UNTIL FURTHER NOTICE)*

1. "At risk" individuals who have health conditions that put them at a high health-risk**

2. Individuals recovering from recent major surgery

3. People of Determination

4. Women who are pregnant or breastfeeding

5. Individuals aged 60 years and above

6. Individuals with vulnerable household members (senior citizens, people with chronic disease and pregnant women)

7. Individuals who are parents of school-age children below Grade 10. This applies to one parent

8. Individuals with family members who need their constant care

9. Individuals who have household members that are diagnosed cases of COVID-19 or those who have symptoms

10. Individuals who have one or more household members who are potentially exposed to COVID-19 cases or who are at risk of being infected based on the nature of their work (i.e., frontline COVID-19 workers)

11. Individuals with household members who have returned from overseas travel and/or are quarantined

Certain office-based personnel who meet the criteria for "At Risk" or "Exempted" but wish to go into the office may specifically request permission from their line manager to work from the office, subject to the following:

- Medically vulnerable office-based personnel requesting to return to the office will be subject to agreement of the relevant ADNOC Group company Medical Coordinator

- Exempt personnel meeting criteria (9) to (11) above will not be allowed to return to the office until further notice due to the higher risk of exposure to COVID-19

*Groups defined by ADNOC Group's Group Medical Services Division
**Please refer to the ADNOC Group COVID-19 Head-Office Management Plan and Operational Guidelines document for the detailed list of conditions for medically vulnerable "at risk" individuals

PREPARING AND SUPPORTING OUR EMPLOYEES

How employees feel about the current situation changes day by day. Many assumptions about working have changed – requiring a new view, new practices and new expectations. For this reason, ADNOC Group has developed a clear plan to prepare and support employees in transitioning from the short-term solutions created in early stages of this pandemic to a remote work strategy that makes sense for ADNOC Group and our employees' wellbeing in the long-term.

ADNOC Group's decisions throughout the COVID-19 pandemic have been viewed positively by our employees, customers and communities. ADNOC's Executive Leadership Team, under the direction of our Group CEO, are collaborating to discover the most efficient and effective way for employees to re-enter the workplace.

This is also a time to revisit our own assumptions about work and our operating model. ADNOC is taking a holistic approach to working from home and considering how this will benefit our culture and our people.

This has also been a time of learning for ADNOC and we have seen the ADNOC family pull together as never before. Our employees quickly adapted to the new, sometimes challenging, environment. People are working from home effectively and continuing to maintain collaborative relationships with their colleagues. Those are positive outcomes, and we are working to ensure they last post-COVID-19.

HEALTH AND WELLBEING OF OUR ADNOC FAMILY

The health and wellbeing of all employees is a key consideration for ADNOC. Supporting people wherever possible during the Back-to-Office process and ensuring their safety is our top priority as we begin to get "back to normal."

- It is natural for individuals to feel stressed and worried right now. ADNOC Group is empowering our managers to create flexibility with our Back-to-Office processes and create individualized plans that reasonably honor the needs of employees. Some employees will feel more comfortable working from home for a longer period – due to family concerns or other reasons – while others will be eager to return to the office community

- Before going back to the office, employees will be required to understand the new workplace processes and safety measures. Managers will also be supported in learning how to manage co-located teams who are working both onsite and remotely

- Online support programs including "How Are You, Really?" for individuals and "Here for You" for people who want to help, are available on ONE ADNOC for all employees

- Any employee feeling anxious about the COVID-19 situation can contact the Employee Assistance Program through information available from their Human Capital partner

- Resources from professional authorities should be considered for purposes of dealing with stress and anxiety the COVID-19 crisis can cause for managers and employees; example: Centers for Disease Control and Prevention (CDC) on "Coping With Stress" (www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html)

Managing change is never easy, but rarely is it more challenging than when the whole world is changing at the same time. By making the most informed decisions, valuing our people, and empowering our teams, ADNOC will emerge from this a stronger organization with a positive and powerful future outlook.

LINE MANAGER ROLES & RESPONSIBILITIES

ADNOC line managers will be provided communications materials and checklists to review with their teams on their first day back. Line managers are also encouraged to communicate daily with their teams to remind them about the Back-to-Office procedures and safety steps, and to reinforce our safety culture of looking after each other.

We are relying on line managers to:

- Identify 30% of team members and communicate with them to offer them the option to be part of Phase 1

- Ensure employees that are "at risk" or "exempted" continue working from home

- Conduct awareness sessions online with teams to ensure they adhere to all COVID-19 preventative measures and respond to any queries or concerns

- Discuss and agree on work schedules for team members returning to the office to provide flexibility and comfort/support while also ensuring the schedules of team members are staggered to support social distancing at both entry and exit to the office

- Review and approve Remote Work From Home requests, as applicable

- Ensure employees stay home if they are unwell, if they have symptoms of COVID-19, if they have had contact with a COVID-19 patient or someone suspected of COVID-19, or if a household member has returned from outside the UAE

- Ensure that team members who have not been admitted to return to the office continue working from home and do not go into the office

PANDEMIC WARDENS

ADNOC Head Office and ADNOC Group companies must appoint at least one Pandemic Warden for each work cycle on each floor (or other designated space as applicable to the offices). This role may be assigned to an existing floor warden or fire warden.

The pandemic warden's role includes:

- Driving the practice of social distancing amongst office-based personnel

- Spreading awareness of measures for preventing exposure to COVID-19, in accordance with government directives and ADNOC Group's health guidelines, including health, hygiene and sanitization measures as issued from time to time

- Directing any questions or concerns to the company Health Advisory Team e-mail

- Advising and stopping behavior and practices that are against the ADNOC Group guidelines as well as supplementary operating procedures

- Acting as the single point of contact for their respective floors/areas and reporting on any COVID-19 related events to the appropriate department, in accordance with ADNOC Group's health guidelines and the ADNOC Group COVID-19 Health Advisory Team's supplementary operating procedures

BUILDING PREPAREDNESS

SECTION 2

BUILDING PREPAREDNESS

ADNOC strives to provide each employee with a safe and secure work environment. In line with our commitment, multiple building safety and security measures are being put in place as outlined in this section of the Guide.

BUILDING SECURITY & ACCESS

**Thermal monitoring**

Travel restriction

Test result restriction

- Staggering of team member schedules (by line managers) to support social distancing both at entry and exit of the office, at elevators and at access gates

- Thermal monitoring for all entering the buildings via thermal cameras/detectors

- Access restriction between floors, except for common floors and areas to be specified for each building. Where possible, floor access restriction will be programmed via employee ID cards

- An "end-of-the-business-day" announcement must be made in the office building at 4:30 p.m. to remind employees not to stay beyond 5 p.m.

- Team members not part of the phases will not be allowed entry into the building

- No visitors will be allowed from either other ADNOC Group companies or external companies. If/when this is relaxed, it will be communicated

- Travel guidance restrictions will be implemented

- Gates will be marked for entrance and exit separately

CATERING

Takeaway only
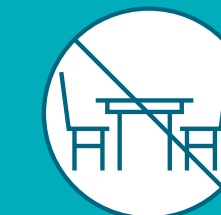
Dining tables and chairs removed

No communal coffee machines

- All restaurants and cafes will be open but will be limited to ready-made takeaway food to be picked up employees

- No food deliveries or dining in will be allowed

- Floor stickers will be used for areas where standing in line may occur

- Vending machines and communal coffee machines will not be available for use

- Services such as the replenishment of catering supplies will be conducted after 6 p.m.

- Catering staff will be tested for COVID-19 every 14 days

- ADNOC will review the services of restaurants, cafes and other offerings following further UAE government guidelines on the subject, and then consider when any other building measures can be relaxed

CLEANING & DISINFECTION

Cleaning after 6 p.m. only

Standby emergency crew

Daily cleaning of common areas

- All routine cleaning activities will be conducted after 6 p.m., after all office-based personnel have left the office building safely
- Cleaners will clean and disinfect common areas such as bathrooms, kitchens, elevators, floors, etc., at the end of each work day, with a focus on high-touch points
- A general disinfection of office desks will be conducted weekly on Thursdays after 6 p.m.
- A deep clean and disinfection will be conducted every weekend
- Regular cleaning for the heating, ventilation and air conditioning (HVAC) system, changing of air conditioning (AC) filters, and maintenance of chillers/cooling water plants will be carried out
- Hand sanitizer dispensers on every level in the building will be refilled, when required
- PPE waste bins will be provided on every floor
- Each employee must clean his/her personal office or desk before leaving the office for the day. Antibacterial wet wipes will be provided
- Employees must use gloves and/or wipe down shared IT equipment (e.g., printers) with sanitizing wipes before and after use

MAINTENANCE ACTIVITIES

Permit to work system

Routine jobs after 6 p.m.

Maintenance service must wear mask & gloves

- All routine maintenance activities must be scheduled after 6 p.m. after office-based personnel have left the office building safely
- Contractors will be asked to assign dedicated teams to support maintenance in ADNOC Group offices. Members of those teams will be provided ADNOC-controlled accommodation
- All maintenance workers entering the building must have received COVID-19 testing and received negative results within the last seven (7) days
- A formal work authorization must be issued by the contracting ADNOC Group company for these activities prior to them commencing
- The maintenance service team members must be escorted and supervised by a security representative from the relevant ADNOC Group company while ensuring that a social distance of two (2) meters is maintained at all times
- Without exception, all maintenance service team members must wear masks and gloves at all times

TRANSPORTATION & COMMUTING

3 persons per car max

Suspension of company vehicle with driver

Parking reduced by 50%

- Valet parking services remain suspended until further notice
- Each car entering the parking can have no more than three (3) persons
- Personnel utilizing personal vehicles without parking stickers may utilize the parking areas within the HQs, where applicable
- Requests for company vehicles with drivers will be suspended until further notice
- The use of public transportation must be in accordance with government guidelines. However, employees are encouraged to avoid taking shuttle buses and regular buses
- If buses are required, occupancy must be maintained in accordance with current government directives, with alternating seating arrangements and ensuring social distancing is maintained
- When disembarking from the bus, employees will be reminded to practice social distancing
- Drivers and passengers must wear masks and gloves inside the bus during travel
- Buses with two (2) exit doors are preferred
- Bus drop off points must be monitored by security to ensure adherence to preventative measures

OTHER SERVICES

- Other services not specifically addressed (landscaping, mailroom, control room, reception, etc.) must follow the general precautionary protocols for employees, as set out in this Guide and the relevant documents issued from time to time, including any supplementary operating procedures
- All mail will be sanitized in the mailroom before distribution

BACK-TO-OFFICE: EMPLOYEE RESPONSIBILITIES

SECTION 3

BACK TO THE OFFICE

EMPLOYEE RESPONSIBILITIES

Going back to the office is an important milestone that signals a step towards our "next normal". ADNOC places great emphasis on a safety culture and we must ensure we continue to collaborate throughout the phased return to the office, and continue to look out for each other. Our actions today will define our values and who we are in the future: supportive, open, problem-solving, and committed to quality.

Our employees must follow all health and safety guidance at the office and at home, as set out in this section in the Guide. This protects their family at home and our ADNOC colleagues at work.

PREPARING FOR GOING BACK TO THE OFFICE

Confirm the Back-to-Office Plan

- Those returning to the office will be informed by their line managers and briefed on the Back-to-Office plan

- All office-based personnel will need to undergo COVID-19 testing the week before going back to the office

- In preparation for returning to the office, employees must check that they have the relevant dates and information including COVID-19 testing appointments, details of safety procedures, and office working hours/ building opening hours, etc.

COVID-19 TESTING PROCEDURES FOR OFFICE-BASED PERSONNEL

- Testing will be a key prevention measure during the Back-to-Office process

- Directorates/functional focal points will liaise with ADNOC Medical Coordinators to schedule the COVID-19 testing appointments for office-based employees/personnel

- Employees/personnel will be able to access their test results by downloading the Al Hosn app and/or through the Purehealth weblink (purehealth.ae/cvdscr/).

- The Directorates/functional focal points will liaise with the ADNOC Medical Coordinators to confirm employees'/ personnel's eligibility to return

- Each employee/personnel must have available verification of their negative result when returning to the office

PROTECT OUR **FAMILY**

BE RESPONSIBLE

FOLLOW THE **SAFETY STEPS**

BEFORE LEAVING FOR THE OFFICE

- All approved employees for Phase 1 are encouraged to conduct self-checks before coming into the office, including checking their temperature to ensure it is below 37.8°C and being aware of symptoms of COVID-19

- Employees with any symptoms should not go to the office and should inform their line managers. If the employee is able to work from home, they can request their manager's approval and work remotely

- Employees are also expected to inform their line manager and not go to the office if they have had contact with a COVID-19 patient or someone suspected of COVID-19, or if a household member has just returned from overseas travel

- Employees who are unable to secure sick leave during this period should seek the approval of their line manager

Employees take ownership to declare their health status

Before // No self-exam on health status

After // Employees take ownership to declare their health status

Cough   Fever   Shortness of breath

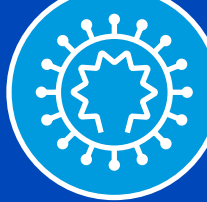### KEY POINTS

Before you leave

- Perform self-health check
- Don't come to the office if you have respiratory illness or flu-like symptoms
- Inform line manager and company medical
- Don't come to the office if someone in your household has tested positive for COVID-19, has symptoms of the virus, or just returned from overseas travel

When commuting

- 3 persons per car max
- Avoid public transportation
- Wear masks if you are in a vehicle with other people

ARRIVING AT THE OFFICE & PRECAUTIONARY MEASURES IN THE OFFICE

ADNOC

WELCOME
IT'S GOOD
TO HAVE
YOU
BACK

On returning to the office, employees will receive information about the Back-to-Office process. Team member schedules will be staggered (by line managers) to support social distancing at entry/exit of the office, at elevators and at access gates.

KEY POINTS

Arriving at the office

The office will only be open from 7 a.m. to 5 p.m. on weekdays only

No entry will be allowed into the office building during weekends

You must be sure to leave the building by 5 p.m. so that sanitization procedures can occur
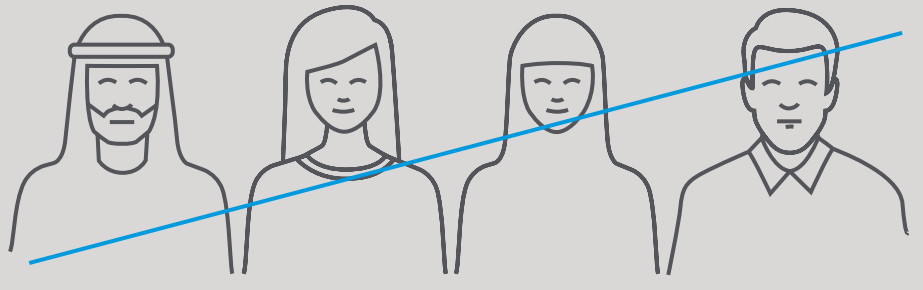
Thermal screening will be in place in each office
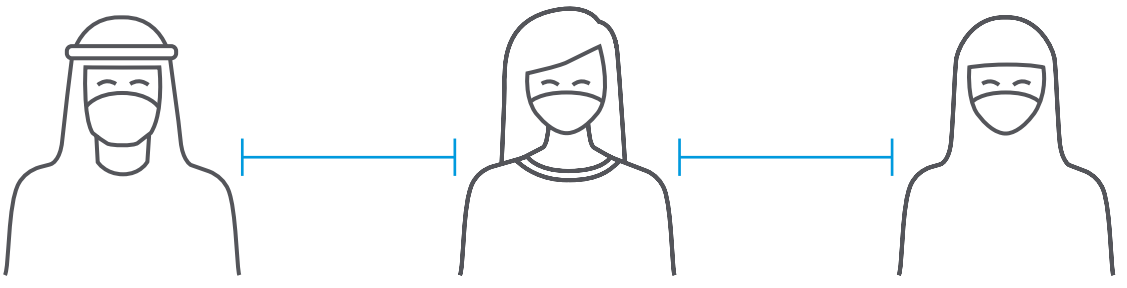
Visitors will not be allowed

Follow all precautionary measures in the office

Before // No wearing mask and gloves in common areas

After // Wear mask and gloves in common areas

KEY POINTS

Precautionary measures in the office

Practice respiratory hygiene

Avoid touching eyes, nose, and mouth

Wear appropriate PPE (masks and gloves in common areas)

Maintain social distancing of 2m

No valet services

WORKING IN THE OFFICE

FOLLOW SAFETY STEPS

| #1 DO YOUR HEALTH CHECK | #2 WEAR YOUR MASK | #3 KEEP YOUR DISTANCE | #4 WASH YOUR HANDS | #5 STAY SAFE OUTSIDE OF THE OFFICE |

GENERAL PRECAUTIONARY MEASURES

- Only approved office-based employees/personnel can go into the office for each of the phases
- Use of masks and gloves will be mandatory when entering/exiting the building and when in common areas. They can be removed in the assigned work station if the job does not require regular interaction with others
- For employees that require regular interaction with others (i.e., if they are providing a service such as reception work, IT Help desk service with interaction with customers, and hospitality), masks and gloves will be mandatory at all times
- Employees are encouraged to wash their hands with soap regularly. Hand sanitizer will also be provided

- Social distancing of two (2) meters will be enforced
- Flexible working hours are from 7 a.m. to 5 p.m. on weekdays only (40 hours per week across in-office and remote working)
- Employees are to strictly adhere to leaving the office building by 5 p.m.
- No entry will be allowed into the office building during weekends
- Employees should remain on their assigned floors
- All meetings will be conducted utilizing Microsoft Teams until further notice

- Employees are encouraged to bring their own food from home or can purchase takeaway food from restaurants and cafes located in the office. Dining in will not be allowed
- No site-based employees should visit non-site office locations
- All field visits by non-site office employees are restricted until further notice
- All international business travel is restricted until further notice

DRESS CODE IN THE OFFICE

- Employees should maintain good personal hygiene measures and wear freshly washed/cleaned attire when they attend the office

- Business suits, jackets, ties and other items of attire that require dry-cleaning may be worn if freshly cleaned, but otherwise shall not be required at this time

- ADNOC Group's Dress Code guidelines in relation to appropriate attire and appearance will be maintained

SOCIAL DISTANCING

Social distancing is an essential step in preventing the spread of COVID-19. By reducing physical interaction between people, we can lower the chances of spreading the illness. The following measures will be implemented to support social distancing at our ADNOC Group company offices.

⚠ Making our buildings safe and enabling staff to follow protocols

Office spaces before

Office spaces with social distancing

- All elevators will operate at a maximum occupancy capacity of 30% or two (2) to four (4) persons, depending on the size of the elevator

- Social distancing stickers will be placed on all elevator floors

- Where possible, monitoring of social distancing will be done via cameras and security

- Social distancing floor stickers will be placed wherever queues are expected

- Mosques will remain closed until further notice. Employees may bring their personal prayer rugs

- Common floors will have restricted access

- Services such as banks, government services, recreation (gym, etc.) in common areas will remain closed until further notice

- All smoking rooms will remain closed

KEY POINTS
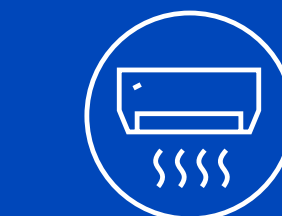
Increased "new air" flow through air conditioning

Office space set up should ensure proper physical distancing

Continuous awareness

Monitoring through CCTV

Maintain social distancing of 2m
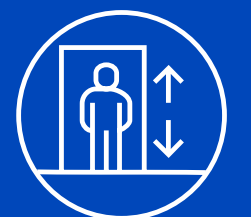
Reduce elevator capacity to 30% and floor markings

OFFICE SPACE / WORKPLACE SET-UP

- Each Group company will prepare an assessment of its office space management

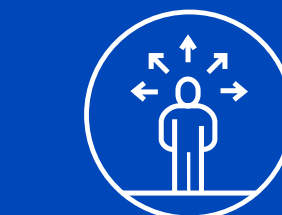- Sharing the same desk and computer between two employees in different shifts will not be allowed

- Assigning several open desks in the same room will be suspended

- Where sharing of desks in the same room is unavoidable (i.e., control rooms, communication centers), dividers will be used, or where possible, the desks will be replaced with separate workstations that have at least two (2) meters between them

USE OF MEETING ROOMS

- All training centers and meeting rooms will be closed until further notice

- Trainings and meetings must be conducted using Microsoft Teams during Phase 1

- The ADNOC Business Center will remain closed until further notice

⚠️ **Keeping safe while continuing to collaborate and remaining productive**

Before // Many people in a meeting room
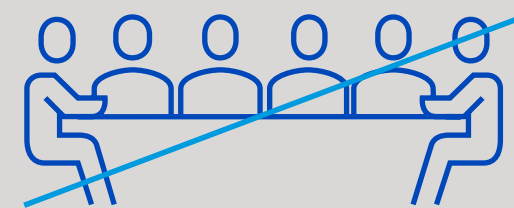
After // Use Teams for meetings
(eventually move to fewer people in meeting rooms)

SAFETY MONITORING

- To keep our employees safe during these unprecedented times, thermal and CCTV cameras, coupled with face recognition systems, will be considered to monitor social distancing and assist in contact tracing

KEY POINTS

No sharing of desks & PCs

Wear PPE in common areas

Wash hands regularly

Stay on your floor
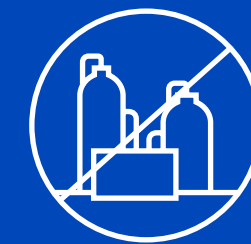
No site visits

Stay in same building

Meetings on Microsoft Teams

Leave work by 5 p.m.

RETURNING HOME FROM THE OFFICE

- Employees are encouraged, when they return home, to disinfect their shoes and not use them inside their residence, change and wash all clothing, take a shower, and sanitize personal belongings such as wallets, phones, keys, etc.

- Employees must take the necessary precautions in accordance with any UAE government advice, particularly if there are children and the elderly in the household

- From a wellbeing perspective, employees are encouraged to fortify their immunity by having enough sleep, eating healthily and exercising

GENERAL GUIDELINES

| 1 // Follow government guidance on going out | 2 // Wear a mask when going out | 3 // Wash your hands once arrived home | 4 // Disinfect house at least once a week | 5 // If contact with a confirmed case, report to authorities |

IF YOU HAVE KIDS AT HOME

| 1 // Avoid taking kids out to public places | 2 // Disinfect/sanitize toys frequently | 3 // Wash hands once arrived home before carrying kids | 4 // Do not share utensils with kids | 5 // Do not blow on baby's food |

IF YOU HAVE ELDERLY AT HOME

| 1 // Limit daily activities | 2 // Use video calls to contact relatives | 3 // Avoid catching a cold | 4 // Elderly with chronic conditions should monitor health and medications daily |

⚠ **Even office staff who aren't required to self-quarantine must take measures to keep themselves, their colleagues and their families safe**

KEY POINTS

Hand washing

Using masks
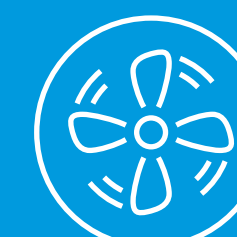
Increase ventilation

Keep objects and surfaces clean

Follow UAE rules

ADNOC

OPERATIONAL SERVICE STAFF RESPONSIBILITIES

GENERAL PROTOCOLS

All operational service staff must adhere to government directives as well as the procedures and safety steps issued by ADNOC Group.

- Operational service staff are to work in assigned locations only and are not allowed to access other areas

- Contract managers to ensure that work assignments avoid multiple floors or areas (i.e., no security personnel will be assigned to patrol several areas in one day; each to have a stationary assignment)

- Operational service staff must always adhere to the minimum PPE requirement of wearing masks and gloves

- There must be strict adherence to working hours, which will be 6 p.m. to 12 a.m. for services that can be conducted after working hours such as cleaning, regular maintenance work, garden work, etc.

- Social distancing of two (2) meters must be practiced at all times

COVID-19 TESTING PROCEDURES FOR OPERATIONAL SERVICE STAFF

- All essential operational service staff must be tested for COVID-19 at an ADNOC Approved Testing Center two (2) weeks prior to the scheduled commencement of their initial work cycle, and before being given access to ADNOC Group premises

- Operational service staff will be informed of their test appointment date and results by email, SMS or by phone, and will have to self-quarantine until they receive their results

- Ongoing COVID-19 testing of operational service staff will take place every two (2) weeks

BE RESPONSIBLE

IMPLEMENTING THE BACK-TO-OFFICE PLAN

SECTION 4

PLANNING PROCEDURES & ACTION CHECKLIST

Please check that the following actions and measures are being planned for/put in place:

- ☑ Guide and related strategy, procedure and safety step documents distributed to all ADNOC Group companies

- ☑ Back-to-Office awareness campaign (with supporting collaterals) prepared and ready for cascading to employees

- ☑ Signage and relevant collateral, including social distancing stickers, are ready to be set up in office buildings

- ☑ Comfort packs, disinfectant wipes, PPE, etc., to be available for distribution

- ☑ Prepared list of employees who will be in the office during each phase

- ☑ All office-based personnel and operational service staff are tested for COVID-19 before entering the office buildings

- ☑ Operational service staff selected and divided into day/night shifts

- ☑ PPE readily available in every office building, in addition to special PPE for emergency teams and HSE inspectors

- ☑ At least one (1) round of pest control conducted one (1) week before returning to the office

- ☑ Re-opening of onsite health clinics

- ☑ Deep cleaning/disinfection at office buildings

- ☑ Ensure cleaning of the air conditioning (HVAC) system, changing of AC filters, chillers/cooling water plants

- ☑ CPR face shields provided to designated first aiders

- ☑ Biomedical PPE waste bins provided on all floors (to be used for the disposal of used PPE)
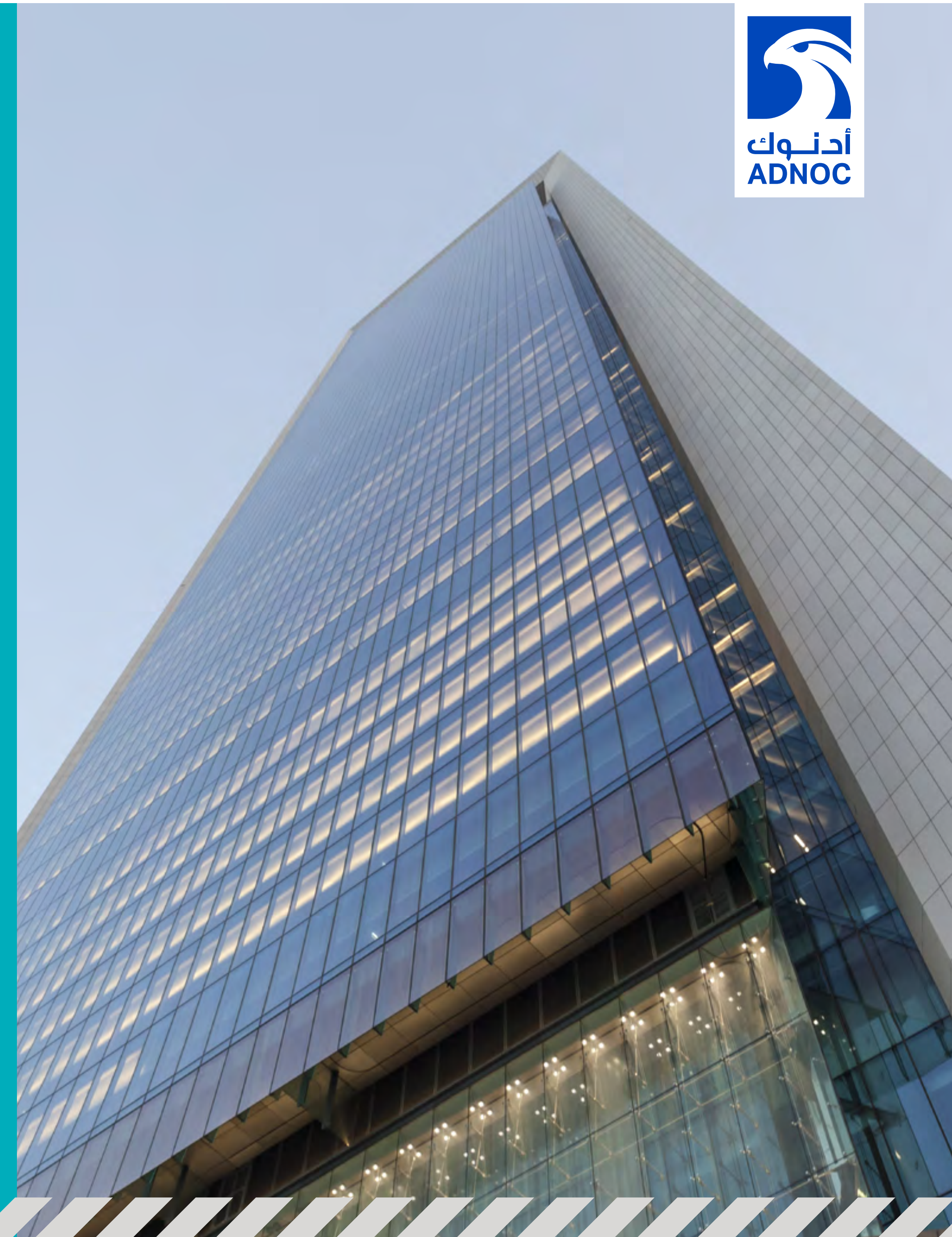
BACK-TO-OFFICE CAMPAIGN MATERIALS

All ADNOC Group companies should utilize our Back-to-Office campaign materials and signages developed centrally by ADNOC Group Communications. Shown here are examples of the campaign materials that will be used at our ADNOC Group office building.

USEFUL RESOURCES

- ONE ADNOC microsite (https://oneadnoc.ae/sites/back-to-office)

- ADNOC Group COVID-19 Head-Office Management Plan and Operational Guidelines document (available on ONE ADNOC or please contact your relevant HSE focal point for direction)

- Employee Assistance Program (information available on ONE ADNOC)

- UAE Ministry of Health & Prevention (www.mohap.gov.ae/en)

- The National Emergency Crisis and Disasters Management Authority (NCEMA) (https://covid19.ncema.gov.ae/en)

- World Health Organization (https://www.who.int/emergencies/diseases/novel-coronavirus-2019)

- Resources from professional authorities for the purposes of dealing with stress and anxiety during the COVID-19 pandemic: Centers for Disease Control and Prevention (CDC) on "Coping With Stress" (https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html)
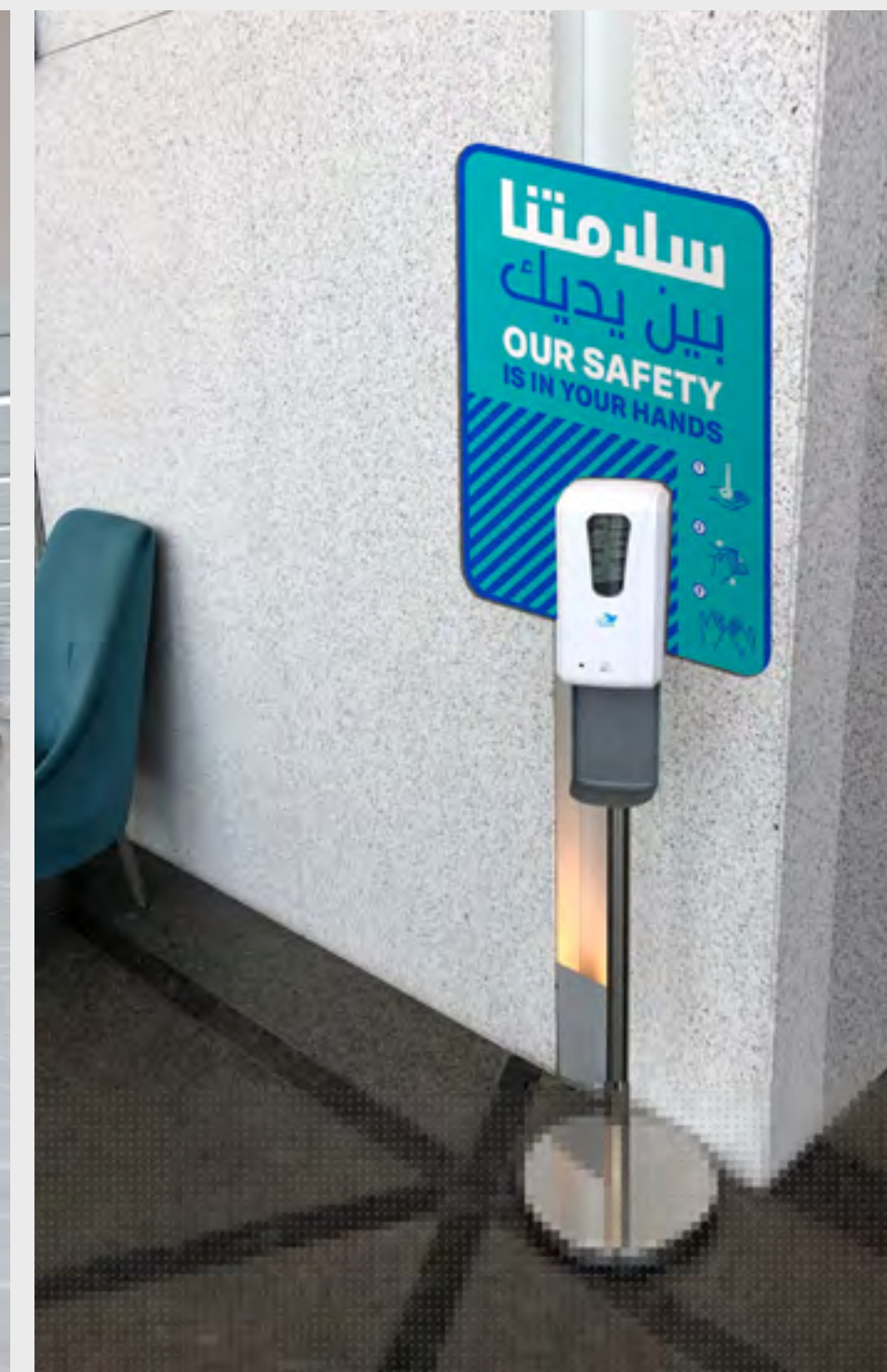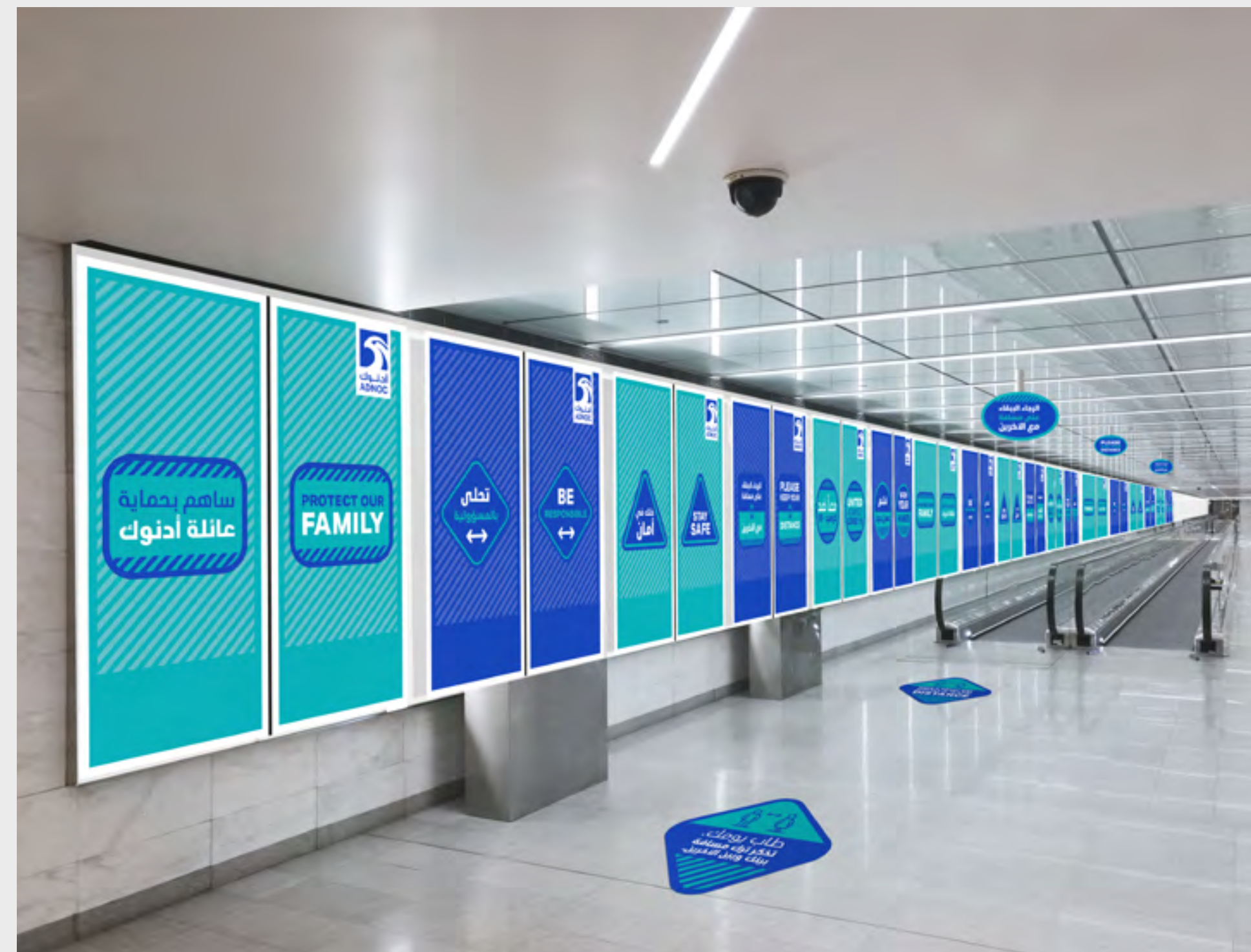
PRECAUTIONARY MEASURES – PERSONNEL (ALL OFFICE-BASED PERSONNEL AND OPERATIONAL SERVICE STAFF)

No.	Precautions – Level 1 Precautionary Measurements (subject to update)	Status
	Pre-requisites	
1	Undergo COVID-19 testing initially and every 2 weeks.	✓
2	Ensure no 'At Risk' or 'Exempted' people are part of Phase 1 and follow Guidelines.	✓
3	Inform line manager/ supervisor if you should not be working in office (as per Guideline exemptions and Personnel roles & responsibilities).	✓
4	Only come to the Office if you've been confirmed to attend and as agreed in advance with your line manager/ supervisor.	✓
5	Employees are encouraged to install the Al Hosn app.	✓

No.	Precautions – Level 1 Precautionary Measurements (subject to update)	Status
	Commuting to Work	
1	Avoid taking public transportation if possible.	✓
2	Follow government guidelines with regard to using public transportation.	✓
3	When disembarking the bus, leave the bus one person at a time leaving 2 meters distance.	✓
4	Wear a mask and gloves when in a vehicle with other people or while using public transportation.	✓
5	Avoid touching surfaces and do not touch your face if not washed or sanitized.	✓
6	No more than 3 per persons in each vehicle (non family members).	✓

No.	Before Leaving for Work	Status
	Before Leaving for Work	
1	Check your body temperature before leaving home (temperature should be below 37.8 °C to gain entry at work).	✓
2	Do not come to work if you have any sickness or flu like symptoms (fever, cough, shortness of breath, sore throat, headache, diarrhea, nausea, vomiting and body pain).	✓
3	Report the symptoms / sickness to line manager/supervisor and GC Medical Coordinator.	✓
4	Seek medical attention, if required.	✓
5	Seek line manager approval to work from home if possible or submit sick leave.	✓
6	Wear a mask and gloves.	✓
7	Bring your prayer rug if you need to.	✓
8	It is advisable to prepare and bring your own food from home with you.	✓

No.	Arriving in the Office	Status
	Arriving in the Office	
1	On first day in the office, collect your hygiene comfort pack.	✓
2	Park your own car. No valet services is available.	✓
3	Entry to worksite only after passing through thermal screening.	✓
4	Masks and gloves are mandatory to be worn when entering / exiting the building and when in common areas. They can be removed in the assigned work station if the job does not require regular interaction with others.	✓
5	Do not come to the office on the weekend.	✓
6	Elevator capacity is reduced to 30%.	✓

PRECAUTIONARY MEASURES – PERSONNEL (ALL OFFICE-BASED PERSONNEL AND OPERATIONAL SERVICE STAFF)

No.	Precautions – Level 1 Precautionary Measurements (subject to update)	Status
	Working in the Office	
1	Stay in your own designated floor or assigned work area.	✓
2	Comply with social distancing floor stickers wherever queues are expected. (restaurants, reception, coffee machines, elevator etc.).	✓
3	Mask and gloves are mandatory at all times when interacting with others and in common areas.	✓
4	Practice social distancing to leave a space of 2 meters between individuals.	✓
5	Maintain flexible working hours from 7 a.m. to 5 p.m.	✓
6	All Meetings to be conducted utilizing Microsoft Teams.	✓
7	Each personal office to be cleaned by employees to limit contact. Clean the desk, chair armrests, keyboard and phone receiver using sanitizing wipes 2-3 times a day.	✓
8	Employees are responsible to clean after themselves after using the bathroom to be ready for use for next person.	✓
9	Wash your hands regularly with soap and water for 20 seconds and follow respiratory etiquette.	✓
10	Use a sanitizing spray / wipes before / after using printer and other shared equipment.	✓
11	Dispose of your personal waste such as tissues, used PPE etc., in designated waste bins.	✓
12	Read all material provided by the company regarding returning to office comply with all rules that apply to you.	✓
13	Refrain from using other people's phones, desks, offices, or other documents and equipment, when possible (otherwise be sure to disinfect after use).	✓
14	Speaker phones / personal headsets (instead of hand receiver) shall be used by those people where a phone set is allocated to more than one user e.g. receptionist.	✓
15	People shall not be allowed to call courier / food / any other service to deliver personal mail / parcels / food / bouquets etc., at the office.	✓
16	Follow the instructions of the Pandemic Warden.	✓
17	Maintain a clean desk policy.	✓

No.	Precautions – Level 1 Precautionary Measurements (subject to update)	Status
	Going Back Home	
1	Do not stay in the office beyond 5 p.m.	✓
2	People are encouraged to practice good personal hygiene: disinfect shoes, change and wash clothing, take a shower, sanitize personal belongings such as wallet, phones, keys, etc.	✓
3	Use mask and gloves during travel and in public places.	✓
4	People shall take all necessary precautions in accordance with government advice if they are living in households with children and elderly members.	✓
5	Fortify your immunity by having enough sleep, eat healthy food, and exercise.	✓
6	Disinfect your home at least once in a week.	✓

No.	Precautions – Level 1 Precautionary Measurements (subject to update)	Status
	General Requirements	
1	All field visits are restricted until further notice.	✓
2	All international business travel is restricted until further notice.	✓
3	No site based employees shall visit ADNOC Group company head offices.	✓
4	No visitors allowed.	✓

PRECAUTIONARY MEASURES – BUILDING PREPAREDNESS CHECKLIST

No.	Control Measures – Level 1 Precautionary Measures (subject to update)	Status
	Catering Services	
1	All relevant operating procedures stated in the Head-Office Management Guidelines with regards to catering services to be cascaded to relevant persons and stakeholders for implementation.	✓
2	All restaurants and cafes to re-open for take away service.	✓
3	Install sneeze guards at designated vendors.	✓
4	Restaurants and cafes to follow relevant government regulations.	✓
5	Social distancing floor marking to be in place for queues to purchase food and drinks.	✓
6	All dining tables and chairs to be removed from all floors.	✓
7	Only disposable cutlery and containers will be used.	✓
8	Catering staff in the offices each day will be limited to those deemed essential for the operation of restaurants, cafes and executive catering. All other tasks to be done after 6 p.m. (Refilling coffee, water etc.).	✓
9	Only carton packed bottled water shall be supplied in the office. Remove common water dispensers.	✓
10	Cashless system in place.	✓
11	Switch off all vending machines and coffee machines.	✓
12	All ingredients (e.g., milk, coffee, tea, sugar, etc.) shall be made available in single use packaging (otherwise remove).	✓

No.	Control Measures – Level 1 Precautionary Measures (subject to update)	Status
	Cleaning Services	
1	All relevant operating procedures stated in the Head-Office Management Guidelines with regards to cleaning services to be cascaded to relevant persons and stakeholders.	✓
2	At least one round of pest control is to be conducted one (1) week prior to initiating Phase 1.	✓
3	Deep cleaning and disinfection is performed in Offices in accordance with the ADNOC Interim Cleaning & Disinfection Guidelines for COVID-19.	✓
4	Provide cleaning and disinfection hygiene kit material for employees for self-cleaning.	✓
5	Cleaners will only clean and disinfect common areas such as bathrooms, kitchens, elevators, floors etc., in addition to emptying individual trash cans when required. No daily cleaning to be done for office desks except on Thursdays after office hours.	✓
6	Cleaning of HVAC system, changing of AC filters, maintenance of chillers / cooling water plants has been carried out. Where feasible, explore options to increase the HVAC fresh air intake.	✓
7	Post an awareness poster in each bathroom stall reminding employees to maintain cleanliness of the bathroom for the next person.	✓
8	Hand sanitizer dispensers to be provided on every level of the building where applicable and mechanism for refilling to be in place.	✓
9	Waste bin lined with plastic bags and having foot-operated lid shall be made available at all floors for disposal of PPE. Appropriate sign to be attached to the bin.	✓
10	Provide antibacterial wet wipes at each desk on weekly basis.	✓
11	CPR face shields shall be provided to designated first aiders.	✓

PRECAUTIONARY MEASURES – BUILDING PREPAREDNESS CHECKLIST

No.	Control Measures – Level 1 Precautionary Measures (subject to update)	Status
	Maintenance Services	
1	All relevant operating procedures stated in the Head-Office Management Guidelines with regards to maintenance services to be cascaded to relevant persons and stakeholders.	✓
2	Communicate with contractors to assign dedicated teams who will be assigned to one of the regular service provider teams and assigned to live in segregated accommodation.	✓
3	Maintenance activities on call out basis that are not possible to assign to groups and be in segregated accommodation must have conducted COVID-19 testing with negative results within the past 7 days.	✓
4	Maintenance activities on call out basis that are not possible to assign to groups and be in segregated accommodation must be escorted and supervised by HQ security or work authority representative while maintaining 2 meter social distancing.	✓
5	Maintenance activities on call out basis that are not possible to assign to groups and be in segregated accommodation must obtain a permit to work regardless of safety risk level.	✓

No.	Control Measures – Level 1 Precautionary Measures (subject to update)	Status
	Security & Access	
1	All relevant operating procedures stated in the Head-Office Management Guidelines with regards to security services to be cascaded to relevant persons and stakeholders.	✓
2	Thermal monitoring for all entering the buildings via thermal cameras.	✓
3	Test results to be sent to control room to restrict access to positive cases.	✓
4	Only allow entry for those wearing PPE (masks and gloves).	✓
5	Access restriction between floors (except common floors and areas to be specified for each building). Where possible, program floor access restriction via work ID cards.	✓
6	Announce "end-of-business-day" for HQ employees 30 minutes before 5 p.m.	✓
7	No x-ray machines to be used except in labor/worker dedicated entrances.	✓
8	Gates to be marked for entrance and exit separately.	✓
9	Biometric attendance system shall remain suspended.	✓
10	Re-program elevators to reduce capacity to 2 to 4 people at a time where possible and/or place social distancing floor marking.	✓
11	Restrict access to common floors (i.e., where possible lock all meeting rooms, mosques, prayer rooms, smoking rooms) until further notice.	✓
12	Parking capacity to be limited to 50%.	✓

PRECAUTIONARY MEASURES – BUILDING PREPAREDNESS CHECKLIST

No.	Control Measures – Level 1 Precautionary Measures (subject to update)	Status
	Transportation Services	
1	All relevant operating procedures stated in the Head-Office Management Guidelines with regards to transportation and commuting to be cascaded to relevant persons.	✓
2	Valet parking services remain suspended.	✓
3	Requests for vehicles with or without drivers are suspended.	✓
4	Personnel utilizing personal vehicles, but who don't have parking stickers, may utilize the parking areas within the HQs where applicable.	✓
5	All buses to reduce occupancy as per relevant government directions with alternating seating arrangement.	✓
6	Buses with 2 exit doors are preferred if possible.	✓
7	Bus drop off points must be monitored by security to ensure adherence to guidelines.	✓
	Office Space Planning	
1	Review the Office space management to ensure a limited number of workspaces per floor to ensure social distancing.	✓
2	Suspend sharing of same desk and / or computer between two people in different shifts.	✓
3	Assigning several desks in the same room shall be suspended. Erect acrylic screens if not possible.	✓
4	Utilize automatic doors using sensors or cards to open, otherwise open all doors.	✓

No.	Control Measures – Level 1 Precautionary Measures (subject to update)	Status
	General	
1	Designate night and day contractor shift crews.	✓
2	Disconnect adjacent urinals where possible.	✓
3	Maintain adequate stock levels for PPE, soap, sanitizers, disinfectant chemicals and other COVID-19 supplies, etc. Procurement cycles shall be reviewed to eliminate risk of stock depletion.	✓
4	Distribute all awareness leaflets and issued items to all returning employees.	✓
5	Speaker phone or headphones (instead of hand receiver) shall be used by employees in case phone set is allocated to more than one uses e.g., receptionist.	✓
6	Install transparent sneeze guards at all relevant areas dealing with public, i.e. reception desks, food vendors etc.	✓
7	Everyone to undergo COVID-19 testing.	✓
8	Suspend communal and recreational services until otherwise instructed.	✓
9	Ensure that a box of masks and gloves is available at all receptions at all times and replenish when required.	✓
10	Assign and schedule work shifts moving all routine activities to after office hours and limited work area assignment.	✓
11	Installation of branding – signage.	✓
12	Suspend emergency exercises and replace with table top exercises and online training.	✓
13	Social distancing floor marking to be in place for possible queues everywhere.	✓
14	Ensure adequate supply of emergency response PPE (face shields, disposable coveralls shoe cover, etc.).	✓