



## **Pandemic Response Policy**

Date: March 31st, 2020

To Be Reviewed: Annually OR during and after a pandemic if necessary.

### **The Policy**

Keelson Marine Assurance aims to provide a safe and healthy working environment. This pandemic response policy outlines the overall response to a pandemic outbreak and details specific actions to be taken to safeguard everyone's health and well-being during a pandemic.

If this policy is reviewed during a pandemic, guidelines specific to the type of disease prevalent are to be added as an addendum.

The Keelson Marine Assurance employee handbook describes precautions to be taken regarding illness prevention at other times.

When a new employee joins the company the following illness prevention policy is explained which applies to pandemic conditions and 'regular' illnesses.

Following a pandemic this policy will be reviewed and lessons learnt will be implemented.

This policy forms part of the Employee Handbook documentation and is communicated to all current and new employees.

### **Employer responsibility**

The Managing Partner is responsible for communicating and reviewing the Keelson Marine Assurance Pandemic Response Policy to all interested parties.

The internal communication procedure is the responsibility of the Managing Partner. In the event of a pandemic being declared by the relevant authorities the Managing Partner shall communicate this policy to the employees and subcontractors of Keelson Marine Assurance by email and request confirmation.

The Managing Partner is responsible for communicating this policy to external interested parties. This shall take the form of an addition to the employees' email signature:-

*“ As the \*\*\*\* pandemic continues, we would like to reassure you that Keelson Marine Assurance priority is to continue providing the highest quality of service whilst protecting the health and well-being of our staff, and of those on board the vessels we attend. The business decisions we make are based on official advice and mandatory requirements from local governments. The full Keelson Marine Assurance Pandemic Response Policy can be provided or viewed at [www.keelsonmarine.com](http://www.keelsonmarine.com) or sent upon request. ”*

The Company shall closely monitor and adhere to all Local, State and Federal guidelines and requirements during a pandemic.

If employees become too ill to work the Partners will seek to continue operating by using the group of subcontractors available to the company.

If office work is permitted by local and state authorities during a pandemic Keelson Marine Assurance will ensure that adequate hand washing facilities and other hygiene items are provided.

If office work is permitted by local and state authorities during a pandemic Keelson Marine Assurance will endeavor to increase cleaning of office facilities to ensure best infection control for all employees. This includes, but is not limited to, extra cleaning of equipment and working surfaces.

Work-at-home is encouraged for all employees if they are experiencing symptoms or suspect they have been in contact with an affected person. This policy also applies to regular cold and flu and other transmittable illness symptoms.

If a stay-at-home order is issued the Company shall enforce this. If reduced size gatherings are recommended the Company shall adhere to these guidelines by cancelling any activities that involve large gatherings such as conference attendance.

The Keelson Marine Assurance employee handbook describes precautions to be taken regarding illness prevention at other times.

If vessel attendance is permitted, the Managing Partner shall communicate the Keelson Marine Assurance Pandemic Response Policy to all necessary parties. The Managing Partner shall request the policies of other parties involved to ensure that all precautions are understood and followed by all concerned.

If vessel attendance is permitted by Local and State authorities the following precautions shall be followed by all Keelson Marine Assurance employees and subcontractors:

- Do not attend a vessel if feeling unwell or showing symptoms of the illness.

- Practice frequent hand washing with soap and use hand sanitizer if available.
- Avoid shaking hands and try to keep six feet between yourself and other personnel.
- Practice good respiratory hygiene. Cover coughs and sneezes with arm or tissue, discard tissue into closed bin and wash hands or use sanitizer.
- Reduce ship to shore in-person exchanges wherever possible. Make use of electronic communications where possible.
- Use appropriate personal protective equipment. Keelson Marine Assurance will provide appropriate PPE.
- If ship's personnel exhibit symptoms and a Keelson Marine Assurance employee suspects he/she has been exposed this must be reported immediately. Appropriate isolation or quarantine guidelines must then be followed.

### **Employee responsibility**

Employees are expected to follow the instructions of local and state authorities during a pandemic.

Employees shall follow the above guidelines regarding vessel attendance.

The Keelson Marine Assurance employee handbook describes precautions to be taken regarding illness prevention at other times.

When a new employee joins the company the following illness prevention policy is explained which applies to pandemic conditions and 'regular' illnesses:

- Work-at-home is encouraged if an employee is suffering symptoms of any transmittable illness to help prevent the spread of the illness.
- Work-at-home is encouraged wherever possible if an employee is caring for a sick person at home during a pandemic. This applies to other transmittable illness such as influenza
- Frequent hand washing is expected if an employee suspects they have been exposed to a transmittable illness.

Employees must follow State, local and CDC instructions for maintaining workplace hygiene.

Employees are responsible for maintaining all immunizations required for work travel. Annual flu shots are strongly encouraged by the Company.

