

March 16, 2020

Dear Valued Service Provider,

Effective immediately, Crowley Global Ship Management is implementing additional precautions to reduce crew exposure to the Coronavirus (COVID-19). This includes enhanced measures to pre-screen contractors, vendors, and other such service providers that have been requested to complete essential onboard services. It is our goal that balancing enhanced pre-screening measures for attending service providers, coupled with the measures being implemented on board the vessel, will greatly reduce crew exposure to COVID-19. It is important to note that service provider safety is also a high priority. In addition to outfitting the vessels with more cleaning, hygiene and medical locker supplies such as touch-less thermometers, latex gloves, masks, etc., we have directed our vessel crews to:

- Conduct frequent wipe downs and disinfect surfaces in the accommodation and other high traffic areas;
- Regular and thorough hand washing;
- Maintain social distancing;
- Avoidance of touching eyes, nose and mouth;
- Follow good respiratory hygiene;
- Immediately report to the ship's medical officer of fever, cough, shortness of breath, sore throat, chills and nasal congestion;
- Enact notification protocols in accordance with all International, U.S. Coast Guard and CDC requirements to include proper documentation;
- Minimize visitor contact with the crew (maintain 6 feet); and
- Contact the ship's medical service provider at any time for help.

As part of our overall preparedness strategy for our vessels, any employee attending one of our vessels shall complete the attached questionnaire. The form is attached for your awareness; expect a Crowley Port Engineer or Superintendent so send the form directly do you as part of the Purchase Order process. A questionnaire must be completed for the group of **individuals** that will be performing work on board the vessel. The company representative responsible for administrating the questionnaire to employees shall complete all data fields on the form, print their name, sign and date the bottom of the form. Completed forms shall be emailed to the Crowley point of contact for the work performed (e.g. Port Engineer), and also sent to commercialsmsrecords@crowley.com. Digital signatures are acceptable.

Please be advised, that upon arrival, the attending employees may be subject to additional screening as a further precaution. Furthermore, if it has been determined that an employee has not completed the questionnaire, he or she will be denied access to the vessel.

We sincerely appreciate your cooperation as we put forth our best efforts to ensure the safety of our crew and your employees. For any questions or concerns, please contact the Crowley representative that ordered the requested service (e.g .Port Superintendent, Port Engineer, etc.).

Sincerely,

Cal Hayden
Vice President
Operations & Engineering