

	<b>DIAPLOUS MARITIME SERVICES</b>	<b>Procedure IMP-01</b>
	INTEGRATED MANAGEMENT SYSTEM MANUAL COMPANY ORGANOGRAM & POLICIES	<b>Effective Date May 2020</b>

## APPENDIX Q – COVID-19 POLICY

Diaplous established a protocol of responses depending on the spread of the virus from the early days that China announced the severity of the situation that authorities were dealing with.

Once the contagion proved impossible, Diaplous established a Covid-19 emergency response team to track globally issues and be prepared setting mitigation measures in order to minimize the upcoming risks.

As a result of our own Risk Assessment we realized that availability would be the key issue in our contingency plan. For this reason, we took the business risk to increase by 30% our manpower in the field before the restriction measures were imposed. In that way, even two weeks after the lock down of the airports we are able to offer still availability ensuring the business continuity.

### **1. Diaplous Mitigation Measures taken in the Field:**

- All Diaplous PCASP **are at least 14 days in the field** and those who are on board the floating armories are scheduled in such a way that they do not disembark on land but only back to back operations from floating armory locations.
- Instructions given to all our PCASP on precautionary, hygienic and mitigation measures based on the Guidelines issued by WHO, such as to keep safe distance from others, avoid touching the nose / mouth / eyes, wash your hands periodically etc. In case somebody gets sick, it has been instructed to be isolated from the crew.
- A Pre-Boarding Check was implemented to all our PCASP. All our teams are tested prior embarkation on their temperatures, cough and shortness of breath symptoms, declaring that they are free of any symptoms for the last 14 days. A specific in-house form was created in order to monitor such procedure.
- Diaplous arranged for a General Doctor to visit Diaplous villa on a daily basis. The Doctor checked the medical condition of our personnel confirming that they do not show any symptoms like fever, cough etc. that could mean infection from Covid-19.
- Since 31<sup>st</sup> of March Diaplous, in tandem with our floating armory provider (Sinbad Navigation) mobilized **a vessel** to act as a floating armory at position **LAT 14° 000' N - LONG 060° 00' E** in an effort to replace Galle as a primary hub. A mitigation measure that enabled us to **ensure the East/Westbound smooth operations** and to **avoid additional charges** due to the extended stay of the personnel on board.
- Our floating armory partner, Sinbad Navigation, received **the Approval by the Department of International Trade of UK Government** in regards to the Authorization of use of all Sinbad Navigation's vessel-based armories in Red Sea, Gulf of Oman & Arabian Sea, a significant Accreditation that further enhanced its Due Diligence.
- **Diaplous purchased 2.700 COVID-19 rapid test kits**, which are extremely easy to use and very reliable in the results they provide. These test kits were distributed to our senior

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team leaders in all locations of interest so that all our seagoing personnel can be tested. In that way, our Company managed to guarantee the health of our personnel and our client's crew. In case client is concerned about the health of our PCASP, the assigned team may be tested upon request of our client and subject availability.

- In order to **safeguard the good health** of our teams that have been tested and found negative, when embarking client's vessel, Diaplous **can provide** at cost **the Master** with **an additional kit** (25 pieces) of relevant tests.
- Diaplous was **equipped with PHE (Personal Health Equipment)** for our PCASP such as gloves, antiseptic gels, thermometers, masks and such equipment was **distributed to all locations** of interest as an attempt to mitigate the risk of the virus spread and ensure the health of our PCASP and client's crew.
- Other alternative locations for embarking and disembarking personnel and equipment have been identified and are being used such as Port Klang in Malaysia.
- In case any **Seamarschal is found positive on board a vessel**, in cooperation with the Master, they have been instructed to be **isolated from the crew**, stay in a quarantine cabin and to be supported with Vitamins and Antioxidant Ticks and instructed to focus on personal hygiene preventive measures.
- In cooperation with our Floating armory provider Sinbad Navigation we have established **evacuation plans** in case any positive Covid-19 incident comes up on Floating Platforms.

This planning includes the **deployment of additional vessels** to decongest the existing vessels on the location of supporting operations.

In all three locations that our floating platforms are deployed:

- a. Lat 16°50,2'N Long 40°8,5'E
- b. Lat 24°54'N & Long 57°15'E
- c. Lat 14° 000' N - Long 060° 00' E

there is a backup vessel available, so that in case of emergency, one to be used for isolation purposes.

- **Our villa in Galle**, which has a capacity of 46 persons, **was inspected** on the 19th March by a Ministry of Health Officer and Commander of the SL Navy and found that fulfills all the health requirements and standards. Therefore, it was **approved by the Ministry of Health & SL Navy** enabling our PCASP accommodate in Galle.
- Diaplous, in order to solve the problem with the suspension of the operations and the total lockdown of all ports (Comoros, Mombasa, Dar es Salaam, Madagascar, Port Louis, Seychelles, South Africa, Mozambique), our affiliate company **Diaplous Ship Management** time-chartered **MV Illusion**, and manages it exclusively to operate **out of Moroni port** since 1<sup>st</sup> of May as a floating accommodation. Despite the **high risks / huge investment**, the management took the decision to **ensure smooth operations** to the north/south route between the Persian Gulf and Comoros.

- Medical teams are on notice in Greece, Cyprus, India, Sri Lanka and other locations.
- Continuous monitoring of the Covid-19 situation. Support by our appointed agents in all locations to ensure early warning of impending new restrictions so as to proactively reroute teams and equipment if required.
- Diaploous came up to our customers with a **commercial proposal** in regards to mitigating the risk of the guards being affected by the Covid-19 **with long term contracts**.

## **2. Diaploous Mitigation Measures taken in the Office:**

- Office staff works in rotating shifts so as to avoid congestion in our offices. Work from home has been implemented and supported.
- A person was assigned at HQ who is responsible for the tracking / monitoring and distribution of Covid-19 tests. Among other things, subject person keeps a track record of all the guards that have been tested, when/where were they tested, their findings etc.
- A Guidance was issued and communicated to all our PCASP in regards to the safe use of the Covid-19 tests.
- In an effort to encourage all our PCASP, apart from the mitigation measures taken, Diaploous HQ contacted each one individual separately. Our Management's intention was to make them feel that we stand by them, we understand the difficult times they are exposed to and we ensured them that we will take all appropriate actions in order to guarantee their health, an act that boosted their psychology.
- Every employee and visitor was subject to temperature testing upon his / her arrival.
- Hand Sanitizer dispenses were placed all over Diaploous office and personnel has been briefed on hygiene precautions.
- Unnecessary visits have been minimized and the use of emails, phone communication and skype meetings are preferred.
- Safe Procedures were established with regard to the couriers, deliveries etc. All necessary actions in order to start working from home were tested
- Ban of travel arrangements abroad - permission of visitors from affected countries was prohibited
- Hygiene Guidelines have been posted on noticeboard and on several points at the office
- Vitamins C and Antioxidants were provided to the office personnel
- Masks & gloves are provided for all personnel that choose to work at the office




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- After curfew imposed, employees started working from home. All the infrastructure was established in time and operations kept running as usual
- Covid-19 rapid test were provided to all office personnel and each one was tested
- Once curfew was lifted, employees get gradually back to the office on a priority basis. All employees had to wear masks and follow strictly hygiene precautions.

Date: <b>May 2020</b>	Position: <b>Director</b>	Name: <b>K. Papaioannou</b>	Signature: 
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