



March 3, 2020

Dear Colleagues,

We continue to closely monitor the developing Coronavirus (COVID-19) situation and its potential impact, and we are taking steps to minimize the risk to our employees and the communities where we operate. Effective immediately and until further notice, the following guidelines are being implemented globally:

- All non-essential business travel is being suspended. Travel outside normal crew rotation must be approved by your respective Business Unit Vice President or EMC Member.
- Any personnel diagnosed with COVID-19 or having had known contact with another person(s) diagnosed with COVID-19 must notify the Valaris HR Department immediately. Individuals with such exposure will not be allowed to mobilize to any of our rigs, facilities or offices until confirmed clear by an approved healthcare official or they can provide evidence of a minimum quarantine period of 14 days symptom-free.
- Travel to, from and through certain countries will be prohibited or limited based on evolving risk levels and health organization advisories. Please note that additional restrictions may be imposed based on local regulatory or customer requirements.
- Employees should refrain from traveling to any high-risk countries as defined by the [Center for Disease Control \(CDC\) as Level 3](#).
- Until further notice, we highly recommend that employees defer or reschedule vacation plans to or through countries experiencing increased risk. If employees travel to a high-risk country or area, they must meet the requirements of having spent 14 days symptom-free in a non-high-risk country before returning to a Valaris work location.

We continue to monitor the Coronavirus (COVID-19) situation and are preparing specific protocols to aid in reducing our risk even further. In the meantime, please see additional information and preventative measures at the below listed websites:

- [Center for Disease Control \(CDC\) - Coronavirus Information for Travelers & Additional Resources](#)
- [World Health Organization \(WHO\) - Situation Reports, Travel Advice & Additional Resources](#)
- [National Health Service \(NHS\) - Coronavirus Information](#)

Please note that the Coronavirus (COVID-19) situation is evolving and we will continue to communicate information as it becomes available. If you have any questions, please contact your HR Business Partner.

Thank you for your prompt attention to this matter.

Best Regards,

Gilles Luca  
SVP & Chief Operating Officer