

VISITOR SELF-ASSESSMENT QUESTIONNAIRE

SEKISUI KYDEX is concerned for the safety of you and our employees following the development of the novel coronavirus (COVID-19). In the interest of ensuring a safe and healthy work environment, we ask that you carefully complete this self-assessment before visiting any SEKISUI KYDEX campus. Please review the visitor policy before signing this document.

All vendors, contractors, and other visitors to SEKISUI KYDEX who will be onsite at any SEKISUI KYDEX campus will be required to conduct the following self-assessment before coming to the facility each day:

Assessment Criteria:

- Have you been exposed to someone who has tested positive or is presumed positive for COVID-19?
- Have you been in close contact¹ with a person diagnosed with 2019-nCoV Acute Respiratory Disease?

¹ Close contact is defined as being within about 6 feet or 2m for about 30 minutes or more to others.

Do you have:

- Fever (greater than 38°C/100.4°F) with cough or congestion.
- Signs and symptoms of respiratory or flu-like illness for 10 days following contact with an infected person.

If you have any of the above, you will be prohibited from entering any SEKISUI KYDEX campus. You may return to the campus within the 10-day period when you have been symptom free for at least 24 hours and have a negative COVID-19 test.

Do you fall into one of the above criteria that would prevent you from visiting SEKISUI KYDEX? Yes No

Additionally, we have taken extra precautions and measures as directed by the CDC. The following will be required by all visitors to enter our facilities. Please check each box to indicate that you will be willing to follow each of these protocols when entering a SEKISUI KYDEX facility.

- A temperature check prior to entering any SEKISUI KYDEX campus
- Wearing a mask while on any SEKISUI KYDEX Campus for the entirety of your visit?
- Agree to social distancing, staying at least 6 ft./2m away from other visitors and employees?

By signing below, I acknowledge that I have read the above criteria and answered to the best of my abilities, and I will adhere to the required protocols for entering a SEKISUI KYDEX facility.

SIGNATURE: _____ **DATE:** _____

NAME: _____

TITLE: _____ **COMPANY:** _____

VISITOR POLICY

Effective June 1, 2021.

All non-essential visits to SEKISUI KYDEX campuses require prior approval from SLT for any visitor coming on site. All vendors/visitors must schedule their time at a SEKISUI KYDEX campus; “pop-in” visits will be denied access. Employees traveling to another site will be considered a visitor and are required to follow the guidance in this policy.

SEKISUI KYDEX employees who are hosting a visitor are required to:

Provide the COVID-19 Visitor Self-Assessment and confirm compliance prior to scheduled visit(s)

- Limit the locations the vendor/visitors travel
- Limit the amount of time the vendor/visitor is on-site

Approved essential visitors are required to:

- Complete the COVID-19 Visitor Self-Assessment prior to entering the site
- Follow normal sign-in / visitor procedures
- Follow all site guidance and signage regarding travel paths, hygiene and PPE
- Wear a mask (whether vaccinated or unvaccinated)
- Follow the temperature screening procedure

Visitors traveling from an area out of state/province are required to comply with federal, state and local guidance on travel, including but not limited to quarantining and/or testing before coming onsite. Visitors who are fully vaccinated may be exempt from the quarantine/testing requirements.

Visitors who have been onsite and develop symptoms of COVID-19 within 48 hours after their visit are urged to contact their SEKISUI KYDEX host to inform them of possible exposure. The host must contact the local site leader to initiate COVID-19 protocols as appropriate.