

Visitors & Contractors COVID-19 Self-Screening Checklist

The safety of our employees, customers and visitors, remains Auto-Wares primary concern. The company is monitoring the COVID-19 situation closely and will periodically update company guidance on current recommendations from the Center for Disease control.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors we are requiring that you participate in all Auto-Wares safety policies and screenings to protect you and everyone in the building.

- Take a direct route to work areas and do not unnecessarily interact with employees
- Ensure that Personal Protection Equipment (Masks, Gloves, Shields) are being used in alignment with AWI company policy and location Managers instructions.
- Practice social distancing at all times. No handshakes or embraces, keep a 3-6 feet distance when interacting, etc.
- Practice hygiene and wash hands and cover coughs/sneezes and follow all provided company posters and guidance on this topic.

Thank you for your time and cooperation.

Visitor's Name:

E-Mail Address:

Visitor's Company / Organization:

Cell Phone:

Time In:

Time Out:

If the answer is yes to one or more of the first two questions, access to the facility will be denied.

Self-Declaration by Visitor

Have you had close contact with or cared for anyone diagnosed with COVID-19 within the last 14 days?

Yes No

Are you showing any signs of one or more of the following symptoms or have you been exposed to anyone showing these signs: temperature >38°C (100.4 °F) or higher, cough, shortness of breath, difficulty breathing, tiredness?

Yes No

Have you visited and/or worked at any store or warehouse location in the last 10 days?

Yes No

If yes, please list the locations: _____

Signed (visitor): _____ **Date:** _____

Note: If you plan to be onsite for consecutive days, you will be required to screen daily. Please immediately advise your host if any of your responses change.

Access to the facility approved? (check one) Yes No

Manager: _____ **Date:** _____

AWI Manager Directions for Visitors and Contractors

All people that enter the building must follow the Daily Employee Screening Steps. Please adhere to the company's pandemic preparedness and response plan with respect to visitors and contractors.

This means:

- Visitation or contractor entrance / work is forbidden if:
 - Visitation or contractor entrance/work is forbidden if there has been any YES response to the COVID-19 Self-Screening Checklist.
 - Visitation or contractor entrance/work is forbidden if there has been any YES response to the AWI COVID-19 AWI Daily Screening Checklist.
 - If "yes" is checked for any response, please advise the visitor to leave the premises, notify appropriate site personnel to disinfect any common surfaces touched by the visitor and advise Help@autowares.com of the incident.