

Globally, there has been an increase in the number of COVID-19, or coronavirus, cases. As everyone's health is our primary concern and while the situation continues to develop, we are asking all team members to follow the process below before scheduling an onsite meeting with visitors traveling onto a Barry-Wehmiller property.

1. Assess Onsite Visit Need (Applicable to Customers, Third Parties or BW Team Members Visiting from Other Sites):
  - a. Consider leveraging technology for a virtual meeting.
  - b. If an in-person meeting at a Barry-Wehmiller site is considered crucial to the business, the visitor is subject to a visitor screening form which must be submitted to CPD before the visitor arrives.
  
2. Planning for an Onsite Visit:
  - a. Inform visitor(s) they are subject to the same health and safety protocols as BW team members onsite.
    - i. Visitors are defined as:
      - a. Any third-party who is not a Barry-Wehmiller company team member (i.e. customer, vendor, etc.)
      - b. Individuals who are scheduled to make daily/weekly/periodic deliveries inside the building and beyond the reception area (i.e. cleaning staff, individuals making deliveries to the interior of the building, etc.)
      - c. A Barry-Wehmiller team member who is visiting from a site in a different city (i.e. PCMC Green Bay team members do not have to complete this process when moving from the Ashland facility to the Glory Rd facility but BWIS team members visiting the Romeoville facility from the Loveland facility would need to complete this form.)
      - d. A Barry-Wehmiller team member who is returning to work following travel to a high-risk area.
    - ii. The following individuals do not have to complete a health screen form:
      - a. Anyone not entering the building interior beyond the reception area.
  - b. Provide each visitor with a copy of Visitor Health Screen Form that **MUST** be completed, signed and returned prior to visit.
  - c. Review Health Screen Form for completion and verify answers.
    - i. If any questions are answered "Yes", the visitor is prohibited from entering a Barry-Wehmiller site until they can answer all questions with "No".

- d. Inform visitor that they may or may not visit Barry-Wehmiller site, pending results of health screen.
- e. Inform visitor that they will need to measure their temperature before they arrive onsite.
  - i. If temperature exceeds recommended parameters, visitor may be prohibited from entering Barry-Wehmiller site.

### 3. Receiving Visitors

- a. Review completed Visitor Health Screen Form with visitor and verify all answers are still “No”.
  - i. If all answers are “No”, complete bottom of form indicating visitor is permitted to enter site.
  - ii. The Visitor Health Screen Form shall be kept for as long as necessary while the visitor is on property. Once the visitor leaves the site, it is recommended that the Visitor Health Screen Form be retained for 14 days before being properly discarded or destroyed.
- b. If visitor arrives without completed Health Screen Form, reception/host shall:
  - i. Provide blank Visitor Health Screen Form and ask them to complete.
  - ii. If host is not already at reception, notify host and advise them that their visitor has arrived without completed form.
  - iii. Request host to verify permission for onsite visit has been provided.
  - iv. Once Visitor Health Screen completed, review and respond as noted above in steps a-b.