

## Visitor / Vendor Policy

In keeping up with maintaining the health and safety of all employees and given the recent changes in travel and the need for quarantining after visiting or travelling from certain states, we need to update our visitor/vendor policy.

- Visitors also include contractors, regular service and supply people, landlord and landlord's representatives
- All visitors need to sign in at the sign in kiosk, get their temperature checked and wear their ID tag while on site
- All visitors are always required to wear an appropriate face mask when on site
- Any visitor with a temperature over 100.4 degrees will not be permitted entrance

Along with a registration request, all visitors are required to provide answers to the following questions:

- Please list the countries and states you have travelled to in the past 14 days.
- Have you been in close contact with anyone that has traveled out of Connecticut or traveled by plane over the last 14 days? If so, please list the countries and states.
- Are you experiencing any known virus symptoms (fever of over 100.4, coughing, sneezing, respiratory problems, shortness of breath)?
- Do you have anyone in your household experiencing any known virus symptoms (fever of over 100.4, coughing, sneezing, respiratory problems, shortness of breath)?

Based on responses to these questions, visitor / vendor will be approved or denied by Forum Plastics Management.

Front desk/door staff should not open the door or allow anyone access into the building nor accept any packages or literature from anyone without confirmation that they are on the approved visitor list.

Thank you for your understanding and cooperation to keeping our facility safe. For more information about our policies regarding COVID-19, please contact [lleonard@forummolding.com](mailto:lleonard@forummolding.com).