

## MAJAS SWITCHGEAR LTD COVID-19 Visitor Questionnaire

Updated as of 27/08/2020

The safety of our employees, supplier partners, customers, families and visitors remain Majas's main priority. As the coronavirus disease continues to evolve and spreads globally, Majas are monitoring the situation closely and will periodically update company guidance based on current recommendations from the Government Websites. Only business critical visitors are permitted at the Majas factory/offices at this time. To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. If access is granted you will be asked to attend with a face covering, observe the social distancing rules in place and upon entering and exiting you will be asked to sanitise your hands. You should aim to arrive by your scheduled time and make contact by telephone upon arrival so this protocol can be completed.

- **Highlight as appropriate.**

Visitors Name:	Contact Number:
Visitors Reason for attending:	Visiting (Name):
<p>1: Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p>	
<p>2: Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing, loss of taste/smell)? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p>	
<p>3: Are you currently from a lockdown area as advised by the Government? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p>	
<p>If the answer is "yes" to either questions 1 or 2, access to the factory will be denied. If you have answered yes to question 3 then we will required to take your temperature for our records. Access will be allowed if you have a normal temperature.</p> <p>Signature (visitor): _____</p> <p>Date: _____</p> <p>Note: if you plan to be at our factory/offices for a number of days, please immediately advise your Majas contact if any of your responses change. The information collected on this form will be used to determine your access right to our factory/offices.</p>	
<p>Access to: Factory / Offices* <span style="margin-left: 20px;"><b>Approved</b> <input type="checkbox"/></span> <span style="margin-left: 20px;"><b>Denied</b> <input type="checkbox"/></span></p>	

