 <b>COVID-19</b> <b>Visitor Questionnaire</b>	Occupational Health and Safety	Date of issue: 14.09.2020
		Doc.No.: 03.051.000.300 Rev. No.: 0 Issued by: JBE Approved by: MHÖ

### COVID-19 Visitor Questionnaire and Instructions

Our first priority is the safety of ReiCat's employees, families, suppliers, customers and visitors. To avoid spreading of the coronavirus (COVID-19) and to reduce the risk of an infection with the coronavirus (COVID-19(SARS-CoV-2) for our employees as well as visitors, we execute this questionnaire in according to our guidelines and recommendations of the RKI.

This document will be kept for 30 days and after that destroyed according to the protection of data privacy. This document has to be completed and approved by the inviting ReiCat associate prior to the visit. The visitor receives a copy of both pages.

Name and phone number of visitor:
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Date and time of visit / meeting:
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Visiting company (name and address):
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Visited ReiCat associate (name and phone number):
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#### Visitor - Self-Declaration

		YES	NO
1	Did you travel to a non EU country (incl. associate countries) within the past 14 days or have you been to an area with an infection rate of >50 new infections per 100,000 inhabitants a week within the past 14 days? If yes, which country / place? (Please complete information below, for further information also see: Robert Koch-Institut <a href="https://experience.arcgis.com/experience/478220a4c454480e823b17327b2bf1d4">https://experience.arcgis.com/experience/478220a4c454480e823b17327b2bf1d4</a> )  1. _____ 2. _____  3. _____		
2	Have you been in contact with anybody who has tested positive for Covid-19 or has direct contact to an infected person?		
3	Have you or anybody of your joint household suffered of a cold or influenza-like symptoms within the past 14 days? Symptoms: Cough or respiratory problems or symptoms OR two of the following symptoms: Repeated agues / muscles pain / headache / sore throat / loss of taste or sense of smell.		
4	Do you agree to inform your ReiCat contact, in case you develop influenza-like symptoms within 48 hours after leaving the ReiCat premises? This is important as to identify the contact and isolate potentially exposed persons. (In case you cannot reach your ReiCat contact: main office 06051-9204-0)		
5	Do you agree to comply with valid ReiCat safety precautions during your visit at ReiCat? Attached please find the ReiCat COVID-19 guidelines.		

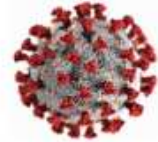
**Based on your answers your access to our premises might be refused. With your signature you confirm the above stated use of your data in this questionnaire. Please, inform your ReiCat contact immediately in case your answers change prior to your visit or whether you plan to visit at another time.**

Signature Visitor: \_\_\_\_\_

Date: \_\_\_\_\_

COVID-19  
Visitor Questionnaire

**Maßnahmen gegen Covid-19 (SARS-CoV-2)**  
**Measures against Covid-19 (SARS.CoV-2)**



**An alle Mitarbeiter, Kunden, Lieferanten und Besucher**  
**To all employees, customers, suppliers and visitors**

**STOP**  
KEIN DURCHGANG

**1. Zutrittsbeschränkung**  
**Access restrictions**

Kein Zutritt, wenn Sie

- Kontakt zu einer an Covid-19 erkrankten Person hatten (in den letzten 14 Tagen) oder
- grippeähnliche Symptome aufweisen

No access if

- contact to a person, suffering from Covid-19 positiv (last 14 days) or you
- are suffering from flue-like symptoms

**2. Abstand halten**  
**Social distancing**

halten Sie mindestens 1,5 Meter Abstand zu anderen Personen

kein Händeschütteln

- keep at least 1,5 Meter between yourself and others
- avoid shaking hands

**3. Mund-Nase-Schutz**  
**Face covering**

MN-Schutz dringend erforderlich:

- wenn der Mindestabstand von 1,5 Metern nicht eingehalten werden kann

Face covering urgently required:

- when distance (1,5 Meter) can't be maintained

**4. Hygieneregeln**  
**Hygiene rules**

- Hände regelmäßig gründlich reinigen für min. 20 Sekunden
- Hygieneregeln beim Husten und Niesen beachten
- Räume regelmäßig lüften

- clean your hands regularly at least for 20 seconds
- observe hygiene rules when coughing, sneezing
- ventilate rooms regularly

Bei Fragen wenden Sie sich an Ihren Vorgesetzten oder direkten Ansprechpartner bei ReiCat  
If you have any questions, please contact your superior or direct contact at ReiCat