

Dear Customer / Supplier,

RE: Goodflex Site Visits during COVID-19 Outbreak.

In preparation of your upcoming site visit to Goodflex we would like to inform you of the following COVID-19 Procedure currently in place at Goodflex to protect our staff and visitors against any potential spread of the virus.

As you may already be aware, the main symptoms of coronavirus (COVID-19) are:

- a **high temperature** – this means you feel hot to touch on your chest or back.
- a **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a **loss or change to your sense of smell or taste** – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

Please do not attend your visit to Goodflex Rubber, if any of the following statements apply.

- If you or any of your household **exhibits signs of COVID-19**.
- If you are **awaiting results** of a COVID-19 test.
- If you have **received a positive test** result within the 2 weeks prior to your visit.
- If you have come into **contact with someone that has been tested positive** in the past 14 days.

ARRIVAL ON SITE AT GOODFLEX RUBBER CO LTD.

The following statements must be adhered to for all external visitors to Goodflex Rubber Co.Ltd,

All visits to Goodflex Rubber Co.Ltd must be authorised in advance.

Upon arrival, visitors are only permitted to use the RECEPTION entrance (as sign posted) to enter or exit the building (Emergency evacuation is excluded from this stipulation).

Visitors should sanitise their hands using the provisions provided upon entry to the building.

All guests must consent to a contact-free temperature reading being taken upon arrival at Goodflex Rubber Co.Ltd, and the results of this temperature reading will be recorded and kept for future reference. (Your name and business name will be recorded).

No persons is permitted to pass beyond the reception area without having had their temperature taken, and without being accompanied by the Goodflex employee for whom they have arranged the visit.

Face coverings are mandatory and must be worn at all times when on the premises.



Access to parts of the manufacturing facility is temporarily restricted, with limitations being placed affecting access to working bubbles and colleagues therein.

In having signed and returned this document I have read and understood the above points, and been made aware of the following:

- RR12 Covid-19 Risk assessment iss5

NAME:

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BUSINESS NAME:

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SIGNED:

DATE:

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