** **

March 12, 2020

**Subject: Visitor Policy / Form**

The world health community continues to closely monitor the emergence of the "coronavirus disease virus" (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to mitigate any impact to our employees.

Any visitors wishing to enter our building/premises, must fill out the following form and submit it to Jackie Nagle or Kelly Connolly at Feeder or Bob Hughey at Linden **in advance of any visit**. In order to enter the building/premises, Jon Cocco (CEO) will need to sign and approve this form.

**Questionnaire:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***\*each visitor must fill out a separate form***

**Have you or anyone in your immediate family traveled outside of the country in the past 4 weeks? If so, please list all locations?**

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**Have you our anyone in your immediate family had any symptoms of acute respiratory illness, a fever (99.4° F or greater using an oral thermometer), signs of a fever, severe cough and/or any other viral symptoms in the past 4 weeks?**

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**Have you our anyone in your immediate family been tested or diagnosed for the seasonal influenza (flu) virus or** **the coronavirus virus (COVID-19) in 2020? If so, please list all the details?**

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**Have you had any known contact or exposure to anyone that has tested positive of the coronavirus virus (COVID-19)?**

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**Will you have been on an airplane within (2) weeks of the planned visit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return form to the following people:**

**Feedall: Linden:**

**Jackie Nagle:** **jnagle@feedall.com** **Bob Hughey:** **Bhughey@lindenindustries.com**

**Kelly Connolly:** **kconnolly@feedall.com**

Sincerely,

Jon Cocco

CEO - Feedall Automation & Linden Polyurethane