



To: All IDI Employees  
From: Alex DeSantis, HR Director  
Date: March 16, 2020  
Re: COVID-19 Visitor Questionnaire

Access to any IDI facility will be restricted to business-critical visitors only. This applies to customers, suppliers and general visitors. If visit is considered business critical, questionnaire must be completed in advance to determine if visitor will be permitted into a facility. Visitor will be restricted to specific areas determined in advance. Employee hosting visitor along with HR Director are responsible to ensure completion of questionnaire and confirm responses are acceptable to allow access.

### Self-Declaration by Visitor

Visitor Name: \_\_\_\_\_ Company: \_\_\_\_\_

1. Have you returned from any of the countries assigned a warning level 3 by the CDC within the last 14 days? Yes No
2. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes No
3. Have you been in close contact with anyone who has traveled within the last 14 days to one of the countries assigned a warning level 3 from the CDC? Yes No
4. Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)? Yes No

If the answer is “yes” to any of the questions, access to the facility will be denied.

IDI Representative Name: \_\_\_\_\_