

[ORGANIZATION] is committed to producing safe, high quality and legally-compliant products.

We welcome all visitors into our facility and require that the following “Good Manufacturing Practice” (GMP) rules be followed throughout the duration of your visit.

**DISEASE MITIGATION**

* If you are ill and show symptomatic signs of cold/flu, i.e. runny nose, sneezing, coughing, you will be asked to postpone your visit or walk-thru of the Plant (at the discretion of senior management) or to wear a mask.
* If you have been exposed to or were/are suspected of causing any confirmed outbreak of typhoid fever, shigellosis, E. Coli 0157:H7 infection, or hepatitis A, you will be asked to postpone your visit or walk-thru of the Plant.
* If you have traveled outside the United States, you must inform our Representative of when and where before coming into the Plant.
* If you have the following symptoms: abdominal cramps, diarrhea, fever, prolonged loss of appetite (more than 3 days), jaundice, vomiting, pustular lesions (such as boils and infected wounds) you must postpone your walk-thru of the Plant.
* Please sign below to confirm that you have NOT traveled to a country deemed by the CDC to have “widespread ongoing transmission” of COVID-19 coronavirus (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VISITOR NAME COMPANY NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VISITOR SIGNATURE DATE

**When You Arrive:**

* All individuals scheduled or unscheduled will be required to sign in at the front office entrance. Visitors will be asked to present a legal picture form of identification.
* All Visitors and Contractors (if contractor does not participate in the Contractor and Vendor Approval Program) will be issued [an identification badge, lanyard, what?].
  + Identifying badges are to be worn at all times while on the premises.
* No weapons of any kind, including chemical, biological, knives or guns, are allowed inside the facility at any time, for any reason.

**DOs (Requirements):**

* Wash your hands prior to entering the processing area.
* Wear the white visitor’s lab coat
* Wear a company issued bouffant hairnet.
  + All hair must be fully contained under the hairnet.
  + Visitors with facial hair must wear a beard net.
  + Sideburns and moustaches must be covered.
* Wear shoes of a sturdy material.
  + Absolutely no open style shoes, sandals or flip-flops are allowed.
  + Heels may be no higher than 1”.

**DON’Ts (More Requirements):**

* Wear nail polish or artificial nails in the Plant.
  + If you have either, you must wear gloves and may not touch any equipment or product while in the facility.
  + All band aids must be covered with a company issued vinyl glove.
* Wear heavily scented perfumes or deodorants on the Processing Floor at any time.
* Bring glass into our facility.
  + If you wear glasses, they must be worn and cannot hang from the neck or be pushed up on to the head.
* Bring outside food or beverages (including chewing gum, cough drops, etc.
* Bring backpacks, briefcases or bags in the processing and storage area.
* Bring medication in the processing and storage area.
  + If there is medication that your doctor deems critical to be on your person at all times, let our representative know.