

# COVID-19 Visitor Guide

Due to the COVID-19 pandemic, we are limiting visitors to our Bothell facility in order to keep our employees safe. For essential visitors (i.e. suppliers and essential contractors), please follow the policy described in this document.

## **#1) Obtain Approval – Contact the appropriate LT member listed below for pre-approval BEFORE the visitor comes on site.**

- Byron Kneller is responsible for the review and authorization of all **Customer-related visits** to site:
  - New Customer Visits
  - Existing Customer Visits (JSCs, Core Team and Sub Team meetings)
  - PIP access to site
  - Customer Audits
- Tim Jors is responsible for the review and authorization of all **Vendor and Supplier-related visits** and support to the site related to **Consumable, Raw & Single Use Material**:
  - Sales visits from any Consumable, Raw & Single Use Material Vendor and Supplier representatives
  - Any other Technical meetings with Consumable, Raw & Single Use Material Vendors and Suppliers
- Scott Efirm is responsible for the review and authorization of all **Vendor and Supplier-related visits** and support to site related to **all other activities**:
  - All Vendors and Suppliers associated with the AMY 2.0 construction activity in B11 & B12
  - Service & Maintenance visits from Vendors and Suppliers supporting all Manufacturing / PD / SCM / QC operations
  - Services provided to the site such as Security, Landscaping, Housekeeping, Food Provision, etc.

## **#2) Inform Your Visitor – Send an email prior to the visit informing the visitor of our Building Entry Policy in which we will require them take their temperature, complete a Building Entry Checklist, and put on a facemask before entering any building at the AGC Biologics Bothell site.**

- Links to key documents:
  - [Thermometer Instructions for Building Access](#)
  - [Building Entry Checklist](#)

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- [Non-GMP Facemask Guide](#)
- Sample email language:

*“Due to the current COVID-19 global pandemic we currently take extra precautions when granting building access in order to keep you and our employees safe. To access any building on the AGC Biologics site, we now require that all individuals (both visitors and employees) take their temperature, complete a Building Entry Checklist and wear a facemask when less than 6 feet from other individuals. We will provide a thermometer with [instructions](#), sanitization wipes and facemasks. You can view our Building Entry Checklist [here](#) prior to your visit. Please allow a few extra minutes to complete these items when you arrive. Thank you for your patience and for helping us ensure the safety for all those who work with us.”*

### **#3) Escort Your Visitor – All visitors must be escorted by an AGC Biologics employee at all times.**

- Make sure to accompany your visitor to their workspace during their visit to our site.
- If you are unable to accompany them and/or they are working in a supervised area in which your presence may not be required, please clear this with the appropriate LT member (listed in step 1) prior to the visit.

*Contact EHS with any questions pertaining to this policy.*

*US EHS – Shyam Mahanti, [shamanti@agcbio.com](mailto:shamanti@agcbio.com), 425-205-7355*

*Global EHS – David Steinbacher, [dsteinbacher@agcbio.com](mailto:dsteinbacher@agcbio.com), 206-375-0427*