

COVID-19 Visitor Guide

Due to the COVID-19 pandemic, we are limiting visitors to our CPH 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.

**Visitor – Any individual on AGC Biologics property for the purpose of conducting onsite work or meetings, that does not have a regularly issued AGC badge to access our facilities. This includes all contractors, vendors and other service providers. Couriers are exempt from the requirement as long as they remain in their vehicle at all times while on site.*

#1) Obtain Approval – Contact your manager who will get a pre-approval BEFORE the visitor comes on site.

- **J.D. Mowery** 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
- **J.D. Mowery** or **Shahida Hamid** are responsible for the review and authorization of all visitors on AGC site except for the construction projects.
 - Manager will update the “External Contractor Log” with the information from the visitor. (below see Sample email to be sent to the visitor prior to visit)
 - Once visitor gets pre-approval, inform the reception by sending the names of your guests (same procedure prior to COVID-19).
- **EOS / LBP** is responsible for the review and authorization of all construction workers related to the projects LABex and Line III as per below procedure:
 - Construction workers have received information on the AGC guidelines. The construction workers have signed that they have understood the instruction. Instruction is given by LBP (Belina is the main coordinator).
 - Ongoing when necessary instruction according to AGC guidelines is given for project people requiring a new access badge – request is sent to EOS project manager (Zdenko or Preben).
 - EOS project manager (with EOS Director on cc) sends a confirmation mail, to AGC’s reception to get a new access card issued.
 - LBP handles daily temperature check in the construction office.

#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

COVID-19 Visitor Guide

a CPH - COVID-19 screening form for visitor entry, **before entering any building at the AGC Biologics CPH site.**

- Key documents:
 - CPH Personnel Temperature Control - 31 MAR 20 Final
 - CPH - COVID-19 screening form for visitor entry
- 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 and keep a distance of 2 meter from other individuals. All visitors have to complete a “CPH - COVID-19 screening form for visitor entry”. We will provide a thermometer with instructions, sanitization wipes and gloves.

If you want we can send you our “CPH - COVID-19 screening form for visitor entry” prior to your visit. Please allow a few extra minutes to complete these items when you arrive.

To ensure timely approval of your visit, we request you to answer these questions:

- *Traveling history for the past 6 week.*
- *Symptoms of influenza/flu etc. during the last 14 days.*

Thank you for your patience and for helping us ensure the safety for all those who work with us.

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

- AGC employee (point of contact) or his/her manager will ensure that the AGC policies are discussed with the visitor and that the onsite temperature check and completion of the “CPH - COVID-19 screening form for visitor entry” is done.
- 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:

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