



Visitor Wellness Registration Form

Valtronics is committed to the safety of our employees, customers, families, and community. In response to the outbreak of Coronavirus COVID-19, Valtronics is asking visitors to verify all the following:

- 1.) Visitor is not ill, exhibiting signs of illness (e.g. fever, coughing, or sneezing), and has not been ill within the past 48 hours,
- 2.) Visitor has not been in contact with a person known to be ill with COVID-19, or living with or near a person known to be ill with COVID-19 or having symptoms consistent to those associated with COVID-19,
- 3.) Visitor has not traveled outside the United States within the past two weeks.

We ask that all visitors respect the social distancing and hygiene best practices currently recommended by the Centers for Disease Control and Prevention. Thank you for your understanding and patience during these difficult times.

Name: _____

Signature: _____

Date: _____



Visitor Wellness Registration Form Instructions

The Visitor Wellness Registration Form (VWRF) shall be administered as follows by visitor type:

Common Delivery Services (e.g. USPS, UPS, Fedex)

All common delivery service employees should make deliveries to the Shipping & Receiving area only and should not leave the immediate area. Each delivery service terminal should complete a VWRF with names updated weekly.

Contracted Truck Service

Drivers should not leave the immediate Shipping & Receiving area. Similarly, the carrier terminals may complete the VWRF, otherwise the driver is responsible for completing the form.

Vendors

Vendors must notify Valtronics prior to arrival and register upon arrival. All vendors must review the VWRF prior to arrival and verify their wellness. Vendors should complete the VWRF upon arrival.

Inspectors & Consultants

Inspectors and Consultants must notify Valtronics through a sponsor prior to arrival and register upon arrival. All must review the VWRF prior to arrival and verify their wellness. Inspectors and Consultants should complete the VWRF upon arrival.

Regular Service Providers

All Regular Service Providers must notify Valtronics through a sponsor prior to arrival and register upon arrival. All must verify their wellness. Regular Service Providers should complete the VWRF weekly.

Others

All other visitors must follow the instructions for Inspectors and Consultants.