



# OPERATIONAL INTEGRITY MANAGEMENT SYSTEM

## VISITOR HEALTH DECLARATION – NOVEL CORONAVIRUS

GLOBAL	Revision:	01
GROUP MINIMUM STANDARD	Issue Date:	11 <sup>th</sup> March 2020
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### REVISION RECORD

Revision	Date	Changes Since Last Issue
00	02/2020	(Initial issue)
01	03/2020	Addition of Privacy Notice and refinements in language

### TRANSMISSION

Coronaviruses are mainly transmitted via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. Spread of Coronaviruses between people has generally occurred between close contacts.

It's important to note that how easily a virus spreads person-to-person can vary.

There is much more to learn about the transmissibility, severity, and other features associated with the Novel Coronavirus and investigations are ongoing.

### SIGNS AND SYMPTOMS

Novel Coronavirus can cause fever and respiratory complications. Common symptoms include:

- Cough;
- Runny nose;
- Sore throat;
- Respiratory difficulty;
- Fever.



**1****VISITOR HEALTH DECLARATION**

<b><u>Visitor Information</u></b>			
Name:		Date:	
Company Name:			
Person You Are Visiting:			
<b><u>Questionnaire</u></b>			
	(Please ✓)		
	<b>Yes</b>	<b>No</b>	
Have you travelled to mainland China, South Korea, Iran or Italy in the past 14 days?			
Have you been in close contact with any person suffering from Novel Corona Virus-like symptoms in the last 14 days?  (Person sharing same household, hospital patient, etc.)			
Do you feel sick with fever, cough or difficulty breathing?			
<b><u>Declaration and Consent</u></b>			
I declare the above responses to be true and correct. I declare and confirm that I consent to the use of the information provided in this questionnaire for the purposes mentioned in Privacy Notice below.			
Signed:			
Date:		Time:	
<b><u>Declaration for Visitors Who Are Coming Regularly Only</u></b>			
I declare that I will inform SGS and sign again such questionnaire if I consider any change in such declaration.			
Signed:			
Date:		Time:	
<b><u>Privacy Notice</u></b>			
<p><i>The SGS group has implemented measures, in line with advice from international and national health authorities to limit the spread of the epidemic of the covid 19 virus. As part of these measures, we ask visitors to our offices to disclose, in addition to their names, whether they have travelled in the last two weeks in regions where the epidemic is prevalent, whether they suffer from certain symptoms associated with the virus, or if they have been recently in contact with persons affected by the disease. We are collecting and securing your data according to existing data protection laws. This information will be used to put in place suitable measures to protect the health and wellbeing of SGS employees and visitors to our offices and laboratories, to assist us in responding to requests from health authorities and inform people of the risk of contagion. SGS will keep this data until the end of June 2020, as a minimum, and reserves the right to extend that duration depending on the evolution of the covid 19 epidemic virus in each relevant country. You may have certain rights under your local law in relation to the personal information we hold about you. To exercise your rights please contact the local SGS office you have visited or send an email to <a href="mailto:privacy@sgs.com">privacy@sgs.com</a></i></p>			