

## **Attention Visitors**

# **COVID-19 (Coronavirus) Visitor Protocol**

Version – 03/28/2020

**In accordance with U.S. Government guidelines, Honda is taking additional precautionary steps in order to prevent the spread of COVID-19 (Coronavirus). All guests will be asked to participate in a simple verbal screening at the Reception Desk.**

### **The following questions will be asked of all visitors:**

1. Have you traveled **outside the United States** in the past 14 days? (for business or personal travel)?
2. Have you been in close physical contact with anyone that has traveled **outside the United States** in the past 14 days?
3. Have you been in close physical contact with anyone who is in quarantine, isolation or is suspected of being exposed to or contracting the COVID-19 virus in the last 14 days?

If a visitor responds with “Yes” to any of the above questions, access to the facility will be denied and visitors will be asked to cancel, reschedule or consider virtual meetings/telecommunication options.

Thank you for your cooperation.

## **Visitor Protocol**

### **Visitor Posting / Signage (NEEDS TO BE POSTED IMMEDIATELY)**

- The attached Poster (Visitor Screening\_POSTER) must be displayed in all Honda Visitor Entrance Areas and Lobbies
- Print and affix the poster on Visitor doors
- Insure the Posters are clearly visible to those entering the building.

## **Receptionist Visitor Screening Procedures**

**When a visitor checks in, receptionist/security officer will ask the following questions and complete the Visitor Log – COVID-19 Protocol**

1. Have you traveled **outside the United States** in the past 14 days? (for business or personal travel)?
2. Have you been in close physical contact with anyone that has traveled **outside the United States** in the past 14 days?
3. Have you been in close physical contact with anyone who is in quarantine, isolation or is suspected of being exposed to or contracting the COVID-19 virus in the last 14 days?

**If the answer is YES to any of the questions, follow the steps below**

- Step 1:** Inform the visitor that unfortunately at this time, he/she will not be permitted to complete their visit at Honda.
- Step 2:** Contact Corporate Security *INSERT NUMBER*, fill out the visitor log, providing the following information:
- Date/Time of the visit
  - Name of the visitor and company
  - Name of the host
  - Description of events (ex “Visitor stated that he/she had been in China 5 days ago.
- Step 3:** Contact the appropriate HR Representative / Leader: *INSERT NUMBER*
- Step 4:** Contact their Honda host and inform them that the visitor was unable to come on property for the scheduled meeting.  
If the visitor refuses to leave, or should any other issues arise, contact Corporate Security immediately.

### **After Action Protocol:**

**This activity should be lead and coordinated by Safety or Human Resources.**

- Isolate the area
- Sanitize the entire area
- Document the details and response
- Contact the local health department if visited by a person who answered yes