

**VISITOR REGISTRATION**

**Name:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Town / Country:** \_\_\_\_\_  
**Visiting (Contact at K+W):** \_\_\_\_\_  
**Appointment date:** \_\_\_\_\_

In the last 14 days, were you in a risk area listed by the Robert Koch Institute?

Yes  No

Do you have flu-like symptoms, such as fever, coughing or breathing difficulties?

Yes  No

Have you been in contact with someone infected with Covid-19 in the last 14 days?

Yes  No

Have you been in contact with someone suspected of being infected with Covid-19 in the last 14 days?

Yes  No

In the last 14 days, have you been in contact with someone who was in quarantine or had been?

Yes  No

I confirm by signing below, that I have answered all questions truthfully.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Visitor's signature

**In addition, please carefully read our brochure "Safety and Accident Prevention".**

**General note**

Should you have answered any question with "Yes", then we cannot allow you to come on the premises. In this case, we are unable refund any travel costs incurred. Please bear this in mind, when you plan the visit.

**Note on data protection**

We expressly point out that Kissel + Wolf GmbH's general valid data protection declaration applies. As soon as data processing is no longer required for the current case, your data will be deleted immediately

# Hygiene plan for employees, visitors and external service providers

**Always keep a distance of at least 1.5 metres**

## General hygiene rules



If you have symptoms (e.g. fever, cough, breathing problems, loss of taste / smell, sore throat, body aches), stay at home in all cases.



Wear mouth and nose protection (MNP) or a textile protector.



Maintain the generally applicable social distancing rule (minimum distance of 1.5 m).



Avoid touching publicly accessible objects such as door handles with your full hand or fingers; use your elbow if necessary.



Avoid touching, hugging, and shaking hands.



Pay attention to regular and thorough hand sanitizing (washing with soap, min. 30 seconds, and regular disinfection).



Avoid touching your face, especially the mucous membranes (mouth, nose and eyes).



Note the coughing and sneezing label / sign (cough or sneeze into the crook of your elbow).