

## Visitor Guidelines During COVID-19



Premier Automation and PanelShop.com are carefully monitoring the COVID-19 landscape. Our top concern is to protect our employees, our clients, and our partners.

**We are putting in place a set of guidelines regarding hygiene, social distancing, and travel. We ask all visitors to Premier Automation/PanelShop.com offices to comply with these measures:**

- External visits are limited to product deliveries and essential meetings.
- Explicitly confirm your visit with your Premier Automation/PanelShop.com contact person before traveling to our office.
- Be aware that at the entrance, your temperature will be taken, and a screening will be done. You will be requested to confirm compliance with the measures below. This confirmation will be a prerequisite for access. These questions are noted below.
  1. Have you traveled internationally or been in close contact with anyone who has traveled internationally within the last 14 days? (Yes/No)
  2. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? (Yes/No)
  3. Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath or other respiratory problem)? (Yes/No)

**Apply following social distancing and personal hygiene measures:**

- Masks are required.
- When meeting physically, stay at a minimum 6 feet away from other people.
- Please do not shake hands.
- Wash your hands frequently or use a disinfectant gel.
- Practice cough & sneeze etiquette – Cough into your elbow or into a tissue (covering both your mouth and nose), not into your hands. Then wash your hands.

**You will not be allowed to the PanelShop.com facility:**

- If you are ill with suspected symptoms of COVID-19 or if you have recently been tested positive. Premier Automation and PanelShop.com require any visitor to be 14 days without symptoms.
- If you have been in a high-risk area in the past 14 days. Premier Automation and PanelShop.com follow the travel guidance of the CDC:  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

If you are tested positive for COVID-19 within a period of 14 days after your visit to our premises, we ask you to communicate this promptly to your contact at the Premier Automation/PanelShop.com facility you visited. Our leadership team continues to monitor the situation and will provide updates to these guidelines when appropriate.

**Additional questions upon arrival at our facilities:**

**1. Are you a (select one):**

- Foreign National
- U.S. Citizen working for a foreign company
- U.S. Citizen

**2. Do you have a cell phone? (Yes/No)**

**3. Do you have a USB thumb stick? (Yes/No)**

Thank you for your cooperation.