

COVID-19 Visitor Declaration

Last Name, First Name

Email address

Company

Phone Number

Entry Time and Date

Leaving Time

My contact person at BDLI

I am aware that in order to prevent the further spread of the COVID-19 pandemic, I can only access BDLI premises provided that

- > I do not have COVID-19 illness at present and I do not display any COVID-19 symptoms currently.
- > During the last 14 days I have not displayed any COVID-19 symptoms, regardless of whether I have been tested or not or whether I am still waiting for the test result.

The information collected on this form will be used to determine your access right to BDLI premises. Additionally, it may be used in case we need to inform you if any of your contact persons during your visit of our premises become sick. Your information will be kept for six months and then destroyed. With your signature you agree to the collection and storage of data. For more information, see BDLI's privacy statement at <https://www.bdli.de/en/bdli-data-protection-regulation-german-data-protection> . Any questions should be directed to visit@bdli.de

- > During the last 14 days I was not in contact with a confirmed or possibly infected person.
- > I did not return from any international travel or from any local Corona hotspot (e.g. according to the Robert Koch Institute definition for [Germany](#), [EU](#), [Rest of world](#), - 7-day incidence) during the last 14 days prior to presence. If you did, please contact BDLI (visit@bdli.de) for possible clearance.

Or alternatively

- > I must notify BDLI (visit@bdli.de) if I am a recovered person who has had COVID-19 more than 14 days ago after the onset of symptoms and have been officially released from quarantine measures (e.g. through 2 negative tests) and have been without symptoms for at least 48 hours. BDLI will decide whether you receive clearance.
- > If I was hospitalized due to a COVID-19 infection, discharge must have been more than 14 days ago and I must be cleared by BDLI (visit@bdli.de) beforehand.

Please inform us immediately via visit@bdli.de, should you display any COVID-19 symptoms within 14 days after the visit at our premises.

General Hygiene and Behavior Rules for Corona Prevention for External Visitors

We look forward to welcoming you to our premises despite the Corona crisis.

The protection of our employees, our guests, and clients is our top priority, so we ask you to observe and follow the following rules during your visit:

- > Unaccompanied visitors are not allowed to enter our premises. Please check with reception and wait for pickup from your host. Always stay with your host and follow his/her instructions.
- > Keep a safety distance of at least 1.5m to other people at all times.
- > Please wear a mouth and nose cover if you come into closer distance with anyone during your visit. And wear the cover at all











- times outside of the meeting room (e.g. when going to the toilet, picking up coffee, etc.).
- > Please comply with the recommended hygiene rules (e.g. cough or sneeze into a tissue or elbow, wash or disinfect your hands regularly, room airing etc.).
 - > Immediately inform your host if you suddenly feel uncomfortable, unwell or injure yourself. Furthermore, we ask visitors suffering from acutely contagious diseases (apart from COVID-19) to refrain from visiting our company.
 - > Smoking is only permitted in the designated outdoor areas for a maximum of 2 persons at the same time.
 - > In the event of a fire alarm or evacuation of the company buildings, please proceed immediately to the nearest meeting point.

I confirm that I comply with the conditions outlined above for office access and that I have read and understood the rules and will comply.

 Date

 Signature

Basic rules of conduct
 Grundlegende Verhaltensregeln
 Règles de conduite de base

	 No shaking of hands	 Wash hands regularly and thoroughly	 Keep hands away from your face	 Oblige to coughing and sneezing etiquette	 Avoid crowds	 In case of illness, seek medical advice	 Apply basic rules also in private
	Kein Händeschütteln	Hände regelmäßig und gründlich waschen	Mit den Händen nicht das Gesicht berühren	Etikette für Husten und Niesen einhalten	Menschenansammlungen meiden	Bei Krankheit Arzt aufsuchen	Grundregeln auch im privaten Bereich anwenden
	Ne serrez pas les mains	Lavez les mains régulièrement et soigneusement	Ne touchez pas le visage avec les mains	Respectez l'étiquette pour la toux et les éternuements	Évitez les rassemblements de personnes	En cas de maladie, consultez un médecin	Appliquez les règles de base également en privé