



ESG COVID-19 BUSINESS VISIT ASSESSMENT

ESG takes the safety of our employees seriously and we want to do our part to mitigate the spread of COVID-19. As part of these efforts, before permitting our employees to engage in business visitation at any outside location, we require certain information relating to the conditions and COVID-19 mitigation measures in place at the location of the planned business visit.

Our employee(s) plan to visit your location at _____ (the "Facility"), located in _____ (City, State and County) on _____ ("Date of Visit").

We value our business relationship and we appreciate your cooperation in providing the following information to facilitate the planned visit during the COVID-19 pandemic:

1. Do you have written COVID-19 safety requirements in place at the Facility that include the following requirements:

- Do not work if you are experiencing any symptoms of COVID-19;
- Wear a mask or face covering;
- Keep a physical distance of at least 6 feet (2 meters) from others; and
- Practice good hand hygiene – wash hands thoroughly and frequently use hand sanitizer regularly.

Yes ☐ No ☐

2. Has anyone who works on-site at the facility been diagnosed with COVID-19 or told to isolate due to symptoms within the 7-day period prior to the visit?

Yes ☐ No ☐

Question 2 should be answered as close to the Date of Visit as possible. If it is answered more than 2 days prior to the Date of Visit, the employee visiting the facility must reconfirm that the answer remains NO immediately prior to the visit.

Name of individual answering questions

Date Completed

Title: _____

Company: _____

If form was completed by ESG employee based upon answers verbally provided by the Facility contact, please complete the information above concerning the individual answering the questions. Inform that individual that you are documenting the answers on this form and the Company will rely upon the information in deciding whether to approve the business visit. Also provide your name and title below:

Name: _____

Title: _____