**ACUSHNET COMPANY**

**COVID-19**

**Visitor Questionnaire**

 To protect all Acushnet Company associates and family members, the following restrictions must be adhered to when meeting with outside agencies, vendors, contractors and visitors.

 You and your manager should determine the essential nature of face to face meetings. If it is Business Critical that you meet in person, it is your responsibility to ensure your health & safety and that of other Acushnet Associates.

Please ask the following questions to all potential visitors:

Visitor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle answer to each question below:

1. Yes No Do you feel sick today?
2. Yes No Do you have a fever, cough, or shortness of breath?
3. Yes No Have you been diagnosed with COVID-19?
4. Yes No Have you been in contact with anyone diagnosed with COVID-19?
5. Yes No Have you travelled to a COVID-19 HOT SPOT within the last 14 days?

**If the answer to any of these questions is yes, a face to face meeting is not permitted.**

Please prioritize your health & safety and that of all Acushnet Company Associates. Please contact Human Resources or the Safety Department with any questions.