

## Supplier Visit Guidelines for Pandemic / Infectious Disease Crisis Preparedness

To ensure the safety of our staff and visitors from infectious diseases, including COVID-19, all Corteva suppliers must adhere to the following process.

### On-site visits

Due to the COVID-19 outbreak, all external visitors to Corteva facilities are **suspended** except under the explicit agreement of your Corteva business partner. Corteva has a process to approve visitation to its sites that must be followed, in order to allow access.

### Screening policy for entering a Corteva site during a pandemic

Note: Part A and B are only being implemented at sites based on pandemic tier level. You must contact the site prior to your visit and ask them for pre-screening instructions specific to their site. Part C has been implemented globally.

- A. Visitors are expected to take their own temperature before they come to a Corteva site. If they have a temperature >37.5C (99.5F) or have symptoms of influenza, then they should NOT go to the Corteva site, but instead seek medical consultation.
- B. Visitors will be given a copy of Form 1 (see below) and asked to act upon it each day they are on site.

<b>Form 1: Instructions for Employees and Contractors Before Going to Work During COVID-19 Pandemic</b>
1. Take your temperature at home before you leave for work. If you have a temperature >37.5C (99.5F) <b>and</b> one or more of the following symptoms (cough, muscle pain, severe headache, sore throat or runny nose - different from seasonal allergy, breathlessness or diarrhea) then do NOT go to work but contact your doctor and follow the applicable HR procedure to report absences due to sickness. If you are in doubt, then please call your local IHS on _____ ( <i>each site to insert own telephone number</i> ).
2. If you have been a close contact of a case of COVID-19 in the last 14 days then you <b>should not</b> go to work. Take your temperature at least twice during the day and if you have a fever of 37.5C (99.5F) or develop symptoms as described above, then contact your doctor.

- C. Visitors will be asked, by site security / reception, to read, and act upon Form 2. (See below) This form should be translated into the local language and displayed prominently at site entrances as a placard. A positive response to any questions will require the visitor to be evaluated by site Integrated Health Services (IHS) or where not available [Regional IHS](#)

Where possible, this checklist will be incorporated into visitor packs sent to a visitor ahead of time, so they can self-select out before the visit if needed and the visit can be rescheduled.

**Form 2: Instructions for Visitors Wishing to Enter a Corteva Site During COVID-19  
Coronavirus outbreak**

**IF ANY OF THE FOLLOWING APPLY TO YOU:**

**FEVER WITH A TEMPERATURE > 37.5C (99.5F) and one or more of the following:**

- Cough
- Sore Throat
- Muscle Aches
- Headache
- Diarrhea

*And / Or*

**Visited the following countries in the last 14 days: China, S. Korea, Japan, Italy, Iran or other country where you may have been exposed to the new Coronavirus?**

**THEN PLEASE LET RECEPTION KNOW SO WE CAN DISCUSS WITH OUR HEALTH PRACTITIONERS AS TO WHETHER IT IS APPROPRIATE TO ENTER THE CORTEVA SITE. PLEASE TAKE A SEAT IF WE DO THIS.**

*These policies and guidelines reflect the current state of knowledge around prevention and treatment of COVID-19. Regular updates and additional policies and recommendations will occur as new knowledge or alert levels regarding influenza change.*

*Notes on Screening Tools: People may be infectious before they have any symptoms of COVID-19. Such people may be less infectious than those with symptoms of COVID-19 but may be nonetheless infectious. Screening, although it may detect some cases, may therefore be of limited value. The time period for which people with COVID-19 are infectious before they develop symptoms is currently unclear.*

*Paper generated by the use of screening forms would in many countries be regarded as medical documents and would need to be kept for many years, generating an unacceptable amount of paper storage. For this reason, we will not require completion or signing of any forms.*