

**Dear visitors of Hammelmann GmbH,**

Due to the current situation and the increasing spread of the Corona virus, Hammelmann GmbH has taken additional precautionary measures for visitors who plan to visit Hammelmann GmbH, Oelde.

Until further notice, we ask every visitor to fill out and sign a self-disclosure form. In this you confirm that you do not fall into any of the categories mentioned there.

In the event that one or more of the risk criteria apply to you, we ask for your understanding that we are currently unable to grant access to our company premises.

The completed form must be sent to us in advance and the original must be presented at our headquarters on the day of the visit.

We thank you for your understanding and support.

This measure applies immediately and is effective until further notice.

Oelde, 03/13/2020



Burkhard Helmig  
- CEO -

# Visitor information form

## Temporary measures for visitors

### Dear visitor,

As part of our internal security measures against Covid-19 (Corona virus), we kindly ask you to fill out this form before visiting. Please send the completed form by e-mail to your contact person at Hammelmann GmbH.

Thank you for your understanding.

Name	_____
Company	_____
Phone (direct / mobile)	_____
Planned date of visit	_____
Contact Person at Hammelmann	_____

Have you been in one of the following countries within the past 15 days?

China, South Korea, Iran, Italy, ski areas Austria,	yes
France Grand Est region or another known risk area	no

Do you have typical flu-like symptoms such as fever, cough or difficulty breathing?

yes

no

Have you been in contact with someone with a Covid-19 infection?

yes

no

Have you been in contact with someone suspected of having Covid-19 infection?

yes

no

Have you been in contact with a person who is or has been in quarantine.

yes

no

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### Data protection notice

We expressly point out that the general data protection declaration of Hammelmann GmbH applies (see [www.hammelmann.de](http://www.hammelmann.de)). Personal data is only collected and managed with the aim of complying with the standards for monitoring and distribution of Covid-19 proposed by the World Health Organization. If data processing is no longer necessary in the current situation, your data will be deleted immediately.