

## MEMORANDUM

TO: Executive Management Team  
Corporate Office EVP's, VP's  
Corporate Office Directors

FROM: Corporate Human Resources

DATE: March 11, 2020

RE: **COVID-19 Visitor Screening**

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In an effort to protect the well-being of our employees, customers, and visitors to Magna facilities, a visitor entry screening process has been implemented at the Corporate Office to prevent the exposure and spread of COVID-19.

Please be advised that all visitors will be stopped and screened at the Gatehouse and/or Central Services. Due to the new screening process, there could be short delays when entering the Corporate Campus. To help speed up the process, employees are being asked to have their keycard ready and to use the right-hand lane when entering through the gates.

### **Individuals Expecting Visitors/Customers/Suppliers/Contractors:**

As a result of the ongoing public health outbreak, we are asking that non-business visitors from third parties be kept to a minimum or rescheduled to a later date. Where possible, we are recommending that business be conducted electronically or by phone.

Magna representatives are expected to communicate Magna's entry requirements to visitors **in advance** of their arrival at our facility. The attached questionnaire should be forwarded to any visitors that you have scheduled as part of this communication. The questionnaire asks the visitor about recent travel history, contact with confirmed or suspected cases of COVID-19 and any symptoms of infection being experienced.

Completed questionnaires must be returned to the Magna representative prior to the scheduled visit. The Magna representative will then use the attached *Risk Screening Protocol for Visitors* to determine whether the visitor may be permitted entry into the facility. If the screening indicates an elevated risk for COVID-19, the visitor will not be allowed on campus. Should you require assistance with the Risk Screening Tool, please contact the HSE Department for support.

### **Mandatory Visitor Notification Requirements**

Magna representatives are responsible for informing the Gatehouse and Central Services of **all expected visitors in advance**. Visitor notifications should be emailed well in advance of any expected visit to both the [Gatehouse and Central Services](#).

Please ensure the following essential information is included in your notification email:

- Name(s) of each visitor(s)
- A copy of each individual's completed questionnaire
- Date of visit and expected arrival time
- Magna representative's name and contact number

**All employees and visitors are expected to abide by this process.**

In the event that the Gatehouse and Central Services are not informed in advance of a visitor's arrival, the visitor will not be permitted on campus.

We will continue to actively monitor this evolving situation and respond to developments as necessary.

Please refer to the Magna [HSE MagNET Page](#) for specific COVID-19 precautions, educational information, and resources.

Yours truly,

A handwritten signature in blue ink that reads 'Anne Gibbs'.

Anne Gibbs  
Corporate Human Resources Manager  
Magna International Inc.