



ASSOCIATED PETROLEUM TERMINALS (IMMINGHAM) LIMITED

From: Stephen Odlin Terminal Manager

To: APT Staff & Security

Subject: Visitors to APT operated sites

Reference: APT/SO/COVID19/V2

Date: 19th March 2020

You are likely aware of the outbreak of novel coronavirus (COVID19) and the subsequent confirmed cases in the UK. At APT, we take the health and safety of our staff, contractors and those visiting our sites very seriously so we will be implementing the following control measure until further notice.

We request that All visitors who are not employees of APT should give at least 24 hours' notice and complete the following screening questionnaire prior to their planned visit.

There is currently no cause for concern at any of our sites and your participation is important to help take the precautionary measures to protect you and everyone in our premises.

Visitor Name:	Visitor Contact phone number:
Visitor Organisation/company:	Host:

If the answer is "Yes" to any of the following questions access to our premises will be denied and alternative meeting arrangements will be explored by your host.

Visitor Self-declaration		YES	NO
1	Have you had close contact with or cared for someone diagnosed with COVID19 within the last 14 days		
2	Have you travelled in any area with persistent COVID-19 infection?		
3	Have you experienced any cold or flu like symptoms in the last 14 days (including fever, cough, sore throat, respiratory illness or difficulty breathing)?		

Visitor signature:

Date:

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Note: if your visit extends for consecutive or multiple days, please immediately advise your host if any of your responses change. The information on this form will be used solely for the purpose of determining your access to APT premises and will be managed in accordance with APT's Data Privacy Policy.

Thank you for your time and assistance.

Stephen Odlin
Terminal Manager