

## Long-Term Visitor Procedures (10 or more times per calendar year)

Long-Term Visitors	Requirement to Enter Draper Facilities	Verification Procedure
<p>Long-term visitors are those who access Draper facilities more than 10 times per calendar year. Long-term visitors have unescorted facility privileges. Includes:</p> <ul style="list-style-type: none"> <li>visitors with a Draper-issued photo badge; and</li> <li>visitors without a Draper-issued photo badge, but who regularly access Draper’s facilities, and receive a paper badge upon entry. This category includes certain vendor personnel, such as movers, certain IT support, building &amp; equipment maintenance, construction, etc.</li> </ul>	<p>The certification titled “COVID-19 Long-Term Visitor Certificate of Compliance” must be reviewed, signed, and returned electronically to <a href="mailto:vendormanagement@draper.com">vendormanagement@draper.com</a> prior to the visit start date for each long-term visitor, or the visitor’s employer on behalf of the visitor.</p> <p>The long-term visitor must be fully vaccinated against COVID-19 as a condition of entry into a Draper facility, and as a condition of retaining their long-term facility access privileges.</p>	<p>Draper personnel will verify the certification form was completed prior to admitting the visitor entry into Draper’s facility.</p> <p>If an individual cannot (due to medical or religious exemption) or will not get fully vaccinated, the long-term visit will be cancelled, badge and unescorted facility access will be deactivated, and the individual will subject to short-term visitor access procedures each time they visit a Draper facility.</p>

These measures are consistent with guidance recently issued by the Federal government to federal contractors like Draper pursuant to Executive Order 14042. Draper’s goal is to keep its community members as safe as possible while enabling us to work effectively together to deliver on our commitments to our customers. We appreciate your continued support and we thank you for your understanding.

### Notes:

- These visitor requirements do not apply to personnel who enter upon Draper’s premises, but do not pass beyond security access checkpoints. For example, these requirements do not apply to loading dock deliveries, food delivery services, taxi/ride share services, exterior landscaping/grounds keeping services, etc.
- “Fully vaccinated” means two weeks after receiving the second dose in a two-dose COVID-19 vaccination series, two weeks after receiving a single-dose vaccine, or two weeks after receiving a CDC-approved booster.
- Federal government employees do not need to submit the certification described above. Executive Order 14043 requires federal government employees to be fully vaccinated by November 22, 2021. As such, Draper considers federal government employees to be compliant with Draper’s long-term visitor procedures.

**COVID-19 LONG-TERM VISITOR CERTIFICATE OF COMPLIANCE**  
**Updated October 21, 2021**

**The certification should be returned electronically to**  
[vendormanagement@draper.com](mailto:vendormanagement@draper.com).

I am signing this certification on behalf of:

\_\_\_\_ Myself

\_\_\_\_ An authorized representative of the Company listed in the signature block

By signing this certification, I certify that I understand and agree that:

1. Long-term visitors must be fully vaccinated against COVID-19 by November 12, 2021 as a condition of entry into a Draper facility, and as a condition of retaining their long-term facility access privileges.
2. If an individual cannot (due to medical or religious exemption) or will not get fully vaccinated, the long-term visit will be cancelled, badge and unescorted facility access will be deactivated, and the individual will subject to short-term visitor access procedures each time they visit a Draper facility.
3. Short-term visitors must, as a condition of entry into a Draper facility, (a) show proof that they are fully vaccinated against COVID-19, or (b) provide a negative COVID-19 test result obtained within the 72 hours prior to arriving at Draper facilities.
4. If I am signing as an authorized representative of my company, my company will implement processes to ensure that only fully-vaccinated personnel (including extended workforce contractors) will be sent to Draper as long-term visitors.
5. If I am signing on behalf of myself, I will comply with the above stated requirements as a condition of retaining my long-term facility access privileges.

Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_