

Short-Term Visitor Procedures (10 or fewer times per calendar year)

Short-Term Visitors	Requirement to Enter Draper Facilities	Verification Procedure
<p>Short-term visitors are those who access Draper facilities 10 or fewer times per calendar year. Includes:</p> <ul style="list-style-type: none"> • periodic visitors who receive a paper badge upon entry; and • non-employees with a Draper-issued, network only badge, but who do not enter into Draper’s facilities as part of their work for Draper, such as contractors, consultants, etc. who perform all work 100% remotely. 	<p>Short-term visitors must (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.</p>	<p>Draper security personnel will verify vaccination status or negative test result prior to admitting the visitor entry into Draper’s facility. Visitors that fail to provide the required documentation will be denied facility entry.</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:

- The vaccination or negative test 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.
- Acceptable Documentation Format: Short-term visitors may provide physical or digital copies of documentation. Digital copies of such records, include, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the information outlined above.
- Acceptable Vaccination Documentation: In accordance with EO 14042 and related federal guidance, the following documents are acceptable for documenting vaccination status for short-term visitors:
 - a copy of the record of immunization from a health care provider or pharmacy;
 - a copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813_r, published on September 3, 2020);
 - a copy of medical records documenting the vaccination;
 - a copy of immunization records from a public health or State immunization information system; or
 - a copy of any other official documentation verifying vaccination with information on the vaccine name, date(s) of administration, and the name of health care professional or clinic site administering vaccine.
- Acceptable COVID-Testing Documentation: Short-term visitors may utilize any COVID-19 viral test, such as a PCR or antigen test, that has been authorized by the Food and Drug Administration to detect current infection. The test results must include:
 - the visitor’s name;
 - the name of the laboratory, clinic, or facility that administered the test, or the healthcare provider who ordered, validated, or reviewed the test results;
 - the date on which the test was conducted;
 - the type of test conducted; and the test result.

- Self-Test / Home-Test are only acceptable, consistent with CDC guidelines, if the testing procedure includes a telehealth video call during which someone authorized by the manufacturer verifies the identity of the person taking the test, supervises the testing procedure, and issues a report that includes all of the information listed above.