

## Lexmark North America Visitor Policy

The health and safety of our employees, customers, partners and suppliers is of the utmost importance to Lexmark. When planning to visit any Lexmark facility in North America, please be aware of these heightened requirements:

- Visitors to Lexmark facilities are limited to those with business need and by invitation only.
- All visitors must enter through the facility's front entrance or security entrance. Visitor logs are maintained at each site.
- Visitors are required to review the Health Risk Screening Questionnaire below. Those who fail any of the questions may not enter Lexmark facilities.
- To prevent the spread of illness, Lexmark employees and visitors are encouraged to follow basic protective measures such as washing hands frequently and covering their mouth or nose with a bent elbow or tissue when coughing or sneezing.
- Visitors who have not been fully vaccinated or are immunocompromised should wear a face covering on site.
- Lexmark employees or visitors showing signs of COVID-19 illness will be asked to leave the facility.
- Any local government requirements affecting workplace visits take precedence over Lexmark's policies.

Thank you for following Lexmark's enhanced health and safety policies. Please direct any questions to [LexmarkSecurity@Lexmark.com](mailto:LexmarkSecurity@Lexmark.com).

# Pre-Arrival for Employees and Guests

Prior to arrival, please answer the following Health Risk Screening Questions. Upon entry, we will ask for confirmation that you have reviewed and answered no to all three questions.

1



During the last 5 days, have you experienced: Fever (38C/100.4F) OR New or Worsening Cough\* OR Shortness of Breath OR Chest Pain OR Muscle Pain OR Sore Throat OR Chills OR Headache OR New Loss of Taste or Smell OR Congestion or Runny Nose OR Nausea or Vomiting OR Diarrhea OR Fatigue?

**YES**

Guests are asked to stay home until fever free major symptoms resolve or cough improves.

**NO**

Continue to question 2.

2



In the last 10 days have you had close contact\*\* with presumed or confirmed case of COVID-19?

If YES to question 2 **and** boosted **or** recently fully vaccinated\*\*\* **or** recent COVID-19 diagnosis\*\*\*

Guests must wear a mask while in the Lexmark facility.

If YES to question 2 **and** not boosted **or** recently fully vaccinated **and** have no symptoms of illness

Guests are asked to self-isolate for minimum of 10 days.

**NO**

Continue to question 3.

3



In the last 10 days, have you returned from travel to an area with high rate of COVID test positivity (20% or higher) and engaged in high-risk activity? Find COVID test positivity rates on Johns Hopkins Testing Trends Tool to see the latest rates.

If YES to question 3 and boosted **or** recently fully vaccinated\*\*\* **and** have no symptoms of illness **or** recent COVID-19 diagnosis\*\*\*\*

Guest is permitted to access Lexmark facility.

If YES to question 2 **and** not boosted **or** recently fully vaccinated **and** have no symptoms of illness

Guests are asked to wear a well-fitting mask for 10 days.

**NO**

Guest is permitted to access Lexmark facility

\*Cough: Coughing may persist for several weeks. A cough, if it is not NEW or WORSENING, means individual is permitted access to Lexmark  
 \*\*Close Contact is defined as: Living with or caring for an individual who has a presumed or confirmed case of COVID-19 OR Close contact means being within about 6 feet (2 m) of an individual who has a confirmed or presumed case of COVID-19 for 15 minutes or longer.  
 \*\*\*Recently fully vaccinated meaning it's been 2 weeks or greater since you have received the second dose in a 2-dose series, or it's been 2 weeks since you have received a single-dose vaccine. And that you had either Moderna or Pfizer within the last 6 months OR J&J within the last 2 months.  
 \*\*\*\*COVID-19 diagnosis in the past 90 days confirmed via viral test