



DTE COVID-19 Visitor Questionnaire

The safety of DTE’s employees, customers, families and visitors is our top priority. As the Coronavirus Disease of 2019 (COVID-19) continues to spread, DTE Staff will continue to closely monitor the situation and provide updates to the company on recommendations from the Center for Disease Control and World Health Organization.

To prevent the spread and reduce the risk of COVID-19 to our employees and visitors, we are administering this questionnaire. Your participation is crucial in helping us protect yourself and everyone else in the facility. Thank you for taking the time to fill this out as it contributes to the health and safety of everyone.

Visitor's Name:	Visitor's Phone Number:
Visitor's Company/Organization:	Name of DTE Employee:
DTE Facility:	

If the answer is **YES** to any of the following questions, access to DTE will be denied.

Self-Declaration by Visitor		Yes	No
1.	Have you returned from any countries within the past 14 days? If so, which countries? Please include locations of any layovers you might have had during your travel.		
2.	Have you been in close contact with people potentially exposed or diagnosed with COVID-19 within the past 14 days?		
3.	Have you been in close contact with anyone who has traveled to any countries within the past 14 days? If so, which countries? Please include any layovers they might have had during their travel.		
4.	Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, sore throat, respiratory illness, or difficulty breathing)?		

Visitor Signature: _____ Date: _____

Note: Please advise the DTE Employee you are visiting immediately if any of your responses to the above questionnaire change. The information documented on this form will be used to determine if you will be granted access to DTE facilities. DTE’s privacy statement can be accessed at: www.dteenergy.com/privacypolicy.html

Access to Facility: ___ Approved ___ Denied Approver Signature: _____

Update DTE Facility Visitor Procedures

To protect the health and safety of everyone at our sites, given the coronavirus outbreak's continued spread, we will now require additional screening of all visitors prior to entry into our DTE facilities.

Effective immediately, all visitors entering DTE facilities are required to complete a questionnaire. If any questions are answered "yes" access will be denied. The visitor will be respectfully asked to reschedule their meeting or make other arrangements.

If a visitor is approved to enter and plans to be on DTE premises for consecutive days, there is no need to repeat the questionnaire each day, unless any responses change. Changes should be reported to the DTE host.

If you have traveled to any of the following countries within the last 14 days (including any travel layovers), or have been exposed to someone who has, access will be denied. This is a list that is updated by the CDC to include any countries where there is a widespread, sustained (ongoing) transmission of the COVID-19 virus.

- China
- Iran
- South Korea
- Italy
- Japan
- Hong Kong