

Work Visit Request Form

Please attach this form to your emergency access ticket when opening at NOC@inap.com. We encourage you to submit visit requests at least 24 hours prior to a critical visit whenever possible. Incomplete forms may result in delayed response or request rejection.

Name	
Mobile Phone	
Cage	
Date(s) of required access (Specify all dates)	
Start time of visit each day	
End time of visit each day	
Nature of work	
Is this work critical?	
Can this work be completed by INAP via Remote Hands?	
If you have associated shipment, please enter ticket number	
Has the intended visitor(s) been exposed to anyone in the past 14 days who has been diagnosed with COVID- 19?	

COVID-19 Onsite Rules & Precautions

INAP is committed to maintaining operations throughout the COVID-19 pandemic. This requires your assistance to ensure we do so in a way that protects our customers and employees.

INAP requires you take the following precautionary measures while working in our facilities:

- Maintain appropriate distancing while away from INAP facilities. Travel to the site via private transportation.
- Be prepared to answer questions when visiting INAP facilities regarding recent travel, general health and to submit to a temperature screening. Visitors with a temperature of more than 37.3 C / 99.1 F will not be admitted.
- Please do not enter our facilities if you do not feel well. Notify us as you exit the facility if you begin to feel unwell while on site.
- Regularly and thoroughly clean your hands with an alcohol-based hand sanitizer or thoroughly wash your hands with soap and water before and after touching common surfaces such as access control devices, intercoms, phones, door handles, etc.
- Aside from instances where you must use **biometric screening** to enter a space, please wear self-provided gloves while you are in the **facility**.
- Maintain a distance of at least 6 feet between yourself and any other individuals working onsite.
- Conference rooms, break areas, lounges, customer work areas or other common spaces in the **facility** are now closed. Please avoid these areas during your visit.
- Avoid touching vertical or horizontal surfaces, cage surfaces, access control devices or door handles other than those providing direct access to your cage or cabinet.
- As always, food and beverages are not allowed in the colocation area or customer cages.
- Please discard all waste in designated waste containers. This includes cups, food wrappers, equipment containers and cardboard boxes.