

Escorted Guest Worker - Frequently Asked Questions (FAQs) 8/13/2019 Version

1. Definitions

- **Escorted Guest Worker** - Individuals engaged in a work activity (tool maintenance, tool troubleshooting, facilities maintenance, unplanned work, construction work, IT services, etc.) and are infrequently (less than 5 times a year) on site or responding to an emergency.
- **Guest Registration Tool** - Guest Registration Tool allows users to preregister visitors at most large sites. Pre-registration can be completed via;
 - [Online at your desk](#) or
 - Using MobileIron (iPhone) or Mobile@Work (Android) on your device, you can install GuestRegistration from Apps@work.

You should **preregister all your visitors** to make the experience as easy and seamless as possible, and to avoid delays at the lobby.

- **Contingent Worker (CW)** - Is a term used to describe a contract worker who is not an Intel employee or ICE (Intel contract employee- [add link](#)) employee (A.K.A. contractor, temporary worker, "green badge").
- **Sponsor** - An Intel blue badge employee that assumes responsibility for a contingent worker while they are on assignment at Intel. [See more information here.](#)
- **Delegate** - Individuals assigned to assist sponsors of contingent workers with data entry and maintenance of CW assignments as directed by the sponsors.
- **CWOS Tool** - Contingent Workforce Outsourcing (CWOS). A vendor management system (VMS) powered by Fieldglass. This tool provides the capability to manage the overall contingent workforce program at Intel including requesting CWs, on-boarding/off-boarding, analytics, reporting and more.
- **Privileged visitor (PV)** - An individual who requires long-term, unescorted site access or Intel network access, but is not considered a contingent worker. This is a visitor who is "not paid" by Intel but needs access to support Intel's mission. More information can be found [here](#)

2. How is work defined as it relates to the updated Escorted Guest Worker Policy?

- Work is defined as;
 - Tool maintenance
 - Tool troubleshooting
 - Facilities maintenance
 - Unplanned or emergency work
 - Construction work
 - IT services
- Work is not...
 - Visiting the office areas or café for meetings and discussions
 - Family visits

3. Why do I have to acknowledge escort responsibilities?

- To ensure that our employees that are escorting guests into Intel to perform work, are clear on their responsibilities as an escort and consistently executing those responsibilities company wide.

4. Who can act as an escort?

- Any blue badged or green badged individual that has an IDSID.
5. What if I'm escorting a guest and I have to leave - is it ok to pass escorting responsibilities to someone else?
 - Yes, but validate the person inheriting the escort role has escort privileges for the work area in question, and they can fulfill the escort responsibilities.
 5. Why do I have to pre-register my guest verses having the security officer do it for me?
 - We want to ensure the safety of our guest workers at all times
 - It ensures an understanding of the escort responsibilities and does not assume that those responsibilities are understood by all escorts
 - Ensure that Escorted Guest Workers complete a pre-task plan prior to arriving onsite to perform work
 - Faster - for hosts and visitors
 - We want all of the hosts to pre-register their guests coming onsite
 6. What is a pre-task plan (PTP)?
 - The purpose of pre-task planning is to aid in job planning by documenting hazards and associated controls.
 - All workers involved and/or affected by the work must review and understand potential risks, hazards, and impacts along with the documented protective measures.
 - Escorted Guest Workers shall confirm this by signing the PTP prior to starting work.
 - The pre-task plan must be readily available at the location where the work is being conducted and for the duration of the work tasks being performed.
 - If work activities and/or conditions change, the work must stop! The PTP must be reviewed and revised as appropriate to comprehend the changes. Prior to restarting work, all workers review and comprehend the revised PTP.
 - Escort will validate that a pre-task plan has been completed prior to entry
 7. Where can I find out how to fill out a pre-task plan (PTP)?
 - Additional information regarding Pre-task Plans, and example forms are [available here](#).
 8. Can the Escorted Guest Worker use their own PTP form and not the Intel form?
 - Yes, the Intel forms and examples are provided for information only.
 9. What do I do with the Pre-Task Plan (PTP) once it is complete?
 - The PTP must be posted at the worksite and updated if anything changes over the course of the work - see [this content](#) for additional information
 - The escort is responsible to ensure the PTP is complete, but they are not responsible for approving the PTP
 10. What if my Escorted Guest Worker shows up at the entrance without a pre-task plan?
 - The Escorted Guest Worker will need to complete a pre-task plan prior to conducting work onsite.
 11. Exceptions?
 - Delivery drivers, including logistics, who are not physically entering the Intel facility
 12. What if my Escorted Guest Worker shows up at the entrance and is not pre-registered?

- If host shows up at a security desk with an Escorted Guest Worker the security officer will inform them they must pre-register prior to bringing the guest onsite
 - Even if you are coming to the office space - the host still needs to know their responsibilities
13. Who do I contact for more information about this policy?
- Your supervisor, or Intel sponsor
14. What do I do if my site is not listed in the Guest Registration Tool?
- The policy is in effect for all sites. The mechanism in which the policy is applied will vary.
 - Hosts in sites without access to the Guest Registration Tool are still required to ensure the EGW is escorted and a Pre-Task Plan has been completed prior to guest entry.
15. If my Guest Worker is not entering the building do they still need to be registered?
- Yes, if your guest is performing work on the Intel property, they need to be either registered as an Escorted Guest Worker, or they need to be badged through the Contingent Worker process.
16. If Intel is not the building owner, and the landlord is coordinating maintenance work, does Intel require the landlord to follow these policies?
- If the building is not Intel property, and the work being conducted is not contracted by Intel it is up to the landlord to determine the entry and Pre-Task Plan requirements.
17. If a business unit has more restrictive entry and escort requirements, does this change effect those more restrictive requirements?
- No, if for example a business group does not allow green badge escorts in their area, that more restrictive policy is still valid.