

Dear,

You will be travelling to Belgium soon to visit and work on the Pfizer Puurs plant.

As of April 19th, there are a few conditions for travel to Belgium from abroad, to which the traveller must comply.

In your specific situation, it is important to notice the following:

- As a **non-resident, only essential trips** are allowed; in this case it's a professional reason so this will be allowed.
- A PLF (**Passenger Locator Form**) will need to be completed, via this form: [Passenger Locator Form | Passenger Locator Form \(travel.info-coronavirus.be\)](https://travel.info-coronavirus.be) - *form available in English, French, Dutch and German*
 - [A]** IMPORTANT: if you stay **longer than 5 days**, then select '**professional reasons without BTA**' in the PLF, otherwise you will require a BTA-code (only for Belgian residents or business stays of max. 5 days or less) or be obliged to self-quarantine.
 - [B]** IMPORTANT: if you stay **for 5 days or less**, then select '**professional reasons with BTA**' in the PLF. In this case you will also require a BTA (Business Travel Abroad)-code (see next step).
 - [C]** IMPORTANT: if you stay for **less than 48 hours**, then select '**professional reasons without BTA**' in the PLF. Also make sure to answer "**no**" to the question "I will stay in Belgium longer than 48 hours" in the section "Residential address".
- **[B]** When staying in Belgium **for 5 days or less**, the **Business Travel Abroad form (BTA)** must be completed online by the Belgian employer or the Belgian client BEFORE THE DEPARTURE of the traveller concerned. This generates a certificate number that must be entered in the PLF to activate the professional travel section. Without this number, travel cannot be considered professional. In order to obtain the BTA-code, the traveller will need to ask the Belgian contact person to complete this form and provide them with personal ID information.

Some other requirements you need to fulfil :

- For a stay of more than 48 hours, a **negative PCR-test**, carried out at the earliest 72 hours before your departure from a red zone to Belgium.
- Once you've arrived in Belgium, based on the answers you give and the colour code of the country you are departing from, the form will work out whether you are regarded as a high-risk contact.
 - Did you receive a text message? If so, you are a high-risk contact. You must quarantine and get yourself tested on day 7 of quarantine. You will receive a code for this by text message. (* see further)
 - What if you didn't receive a text message? You do not have to quarantine.
 - Did you complete the paper version of the Passenger Locator Form (i.e. at the airport)? If so, you will be contacted by phone.
- (*) For critical tasks in an essential sector (*like Pfizer*), an **exception on the quarantine rules** can be obtained.

As proof you'll need to be able to present these **2 documents** at all times:

- Travel document signed by CEO from Pfizer Belgium (*hereby attached in mail*)
- A register created by your employer (*guidelines on the content see memo attached*)

IMPORTANT: a negative **PCR test** is still required, to be carried out **on day 7!**

- During your stay in Belgium, you'll need to **comply** with all **COVID-measures** (social distancing, wearing mask, washing hands, stay home if you have any symptoms... - *further info: see [this link](#)*).
- The first day you arrive **on site**, you will need to fill out a **screening document** at reception, which captures some of the above information.

➤ **To complete/bring with you:**

- PLF (either QR code on mobile phone or printed version) if required
- Negative PCR-test if required
- Travel document Pfizer Puurs + register employer

And of course all other required travel documents and accessories like face mask etc.

Should you have any further questions or need any assistance with these documents, please don't hesitate to contact us.

We look forward to welcoming you on site at Pfizer Puurs.

Safe travels!