

**COVID-19 Visitor Procedures**

**Help Us Reduce the Curve!**

To protect our staff and our visitors in response to the growing COVID-19 (Coronavirus) pandemic we have adopted the following policies.

1. Please stay in the Lobby until further directed.
2. Please do not enter our building if you have flu-like symptoms (fever, cough, sore throat, etc.).
3. Adhere to the social distancing guidelines (at least six feet of distance between individuals).
4. Wash your hands with soap and water or alcohol-based hand sanitizer before and after your visit.
5. Cover your sneeze with your elbow or a tissue.
6. Avoid touching your face, eyes, and mouth with your hands.

Our goal during this pandemic, is to protect our staff while still continuing to operate our business. We appreciate your understanding and cooperation with our measures to do so responsibility. Question? Please contact {NAME} at {PHONE NUMBER}.