

# RDC COVID-19 VISITOR GUIDELINES

1. Visitors have verified review of “Appendix A: Self-Assessment.”
2. Visitors temperature taken at the lobby with Digital Thermometer or Kiosk.
3. Visitors signed in and will be escorted in the office by their point of contact.
4. Visitors will enter and exit through the front lobby of 4 Esterbrook Lane.
5. Visitors will social distance by maintaining a minimum distance of 6-feet from other individuals at all times unless required to complete work activities, in which individuals are wearing face coverings over mouth and nose at all times.
6. Visitors will have face coverings in their possession at all times.
7. Visitors will not hand-shake or touch other individuals in any way.
8. Visitors will wash hands with soap and water or use hand sanitizer with least 60% alcohol before and after common area equipment, such as copy machines, phones or kitchen appliances.
9. Visitors will use their own pens or verbally acknowledged agreement for sign-in.