



Riggs Distler & Company, Inc.
4 Esterbrook Lane
Cherry Hill, NJ 08003
Phone: 856-433-6000
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Employee & Pre-Approved Visitor COVID-19 Entry Requirements

All Riggs Distler & Company, Inc. Employees and Pre-Approved Visitors to RDC projects or facilities shall complete this Assessment before coming to work each day or entering a facility. Reminder that all visitors must be pre-approved by Steve Zemaitatis, Jr.

Do any of the following currently apply to you?

- You have a fever (greater than 100 Degrees Fahrenheit) and/or respiratory symptoms, diarrhea or other unexplained illness, or have been told by a health-care professional that you are presumptive positive or positive for Coronavirus. If so, we are directing you to remain away from work until released by your personal physician.
- Someone in your household has tested positive or has been told by a health-care professional that they are presumptive positive for Coronavirus. If so, we are directing you to stay away from work for a minimum of 14 calendar days to ensure you have not contracted the Coronavirus.
- You or a family member knowingly came into close contact (within 6') with someone that has tested positive for Coronavirus. If so, we are directing you to stay away from work for a minimum of 14 calendar days to ensure you have not contracted the Coronavirus.
- Travel: Any RDC employee that travels for personal reasons to a recognized hot spot will be required to quarantine for 14 days upon return.

If, on the basis of this self-assessment, it is not appropriate for you to enter the work environment, please contact your manager if you are an employee. Non-employees should communicate with their company.

After the successful completion of the above Self-Assessment:

- All personnel shall have their temperature taken and verified utilizing the Temperature Kiosk.
- All personnel shall 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.
- All personnel shall not hand-shake or touch other individuals in any way.
- All personnel shall 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.