

## COVID-19 – Facility Visitor Check-in/Check-out process

Any visitors (non-employees) that will be entering and walking around our facility is required to check-in upon arrival and check-out prior to exiting any of our facilities. **Failure to do so will result in immediately being escorted from the facility and potential future action.**

Those visitors that are dropping off or picking up a package/part, do not need to check-in. The preference is to limit the number of visitors entering the building. Each location is responsible for best managing this at their location.

Each location will have a “Check-in/out kit” set-up at the front/main entrance consisting of the items below. **Print and post page 2 of this document for your location.**

- Latex gloves
- Surgical or N95 Masks
- Disinfectant spray or wipes (if no wipes disposable towels)
- Blank name tags
- Sign-in/out document with pen
- Garbage can with liner
- Posted instructions for Check-in/out process
- Posted instruction on how to use non-contact thermometer
- As needed: sign-in table to house materials positioned immediately by main entrance and 6’ from any chairs, desks, etc. in the area.

During Check-in, please follow the instructions below:

1. GLOVES – Put on provided latex gloves (if any allergies exist, please exit and call front desk for assistance)
2. MASK – Cover nose and mouth with provided masks
3. SIGN-IN – Complete all fields on sign-in sheet
4. NAME TAG – Write your name on provided name tag and place tag on right chest
5. CLEAN – Use disinfectant spray and wipes to clean thermometer and pen for next person’s use
6. ENTER – Enter facility and work with your primary contact to be escorted

During Check-out, please follow the instructions below:

1. SIGN OUT – Fill in sign out field on sign in sheet
2. GARBAGE – Place used gloves, mask and used wipes/towel in garbage can.
3. EXIT – Leave facility through the door you entered and leave the property.

# Facility Visitor Check-in/Check-out Instructions

## Check-in

Please follow the instructions below:

1. GLOVES – Put on provided latex gloves (if any allergies exist, please exit and call front desk for assistance)
2. MASK – Cover nose and mouth with provided masks
3. SIGN-IN – Complete all fields on sign-in sheet
4. NAME TAG – Write your name on provided name tag and place tag on right chest
5. CLEAN – Use disinfectant spray and wipes to clean thermometer and pen for next person's use
6. ENTER – Enter facility and work with your primary contact to be escorted

## Check-out

Please follow the instructions below:

1. SIGN OUT – Fill in sign out field on sign in sheet
2. GARBAGE – Place used gloves, mask and used wipes/towel in garbage can
3. EXIT – Leave facility through the door you entered and leave the property
4. RETURNING – If you plan to return, please start at the beginning of the check-in process.