

## **NOTICE TO VISITORS TO OCBA OFFICE IN RESPONSE TO COVID-19 PANDEMIC**

The Oakland County Bar Association has the duty to protect all employees and guests from exposure to COVID-19 and is committed to providing a safe and healthy work environment.

To that end, visitors must schedule an appointment or be pre-registered for a meeting or seminar. Because it is difficult for OCBA staff to ascertain whether a visitor is fully vaccinated, ALL visitors are required to wear a face mask to enter both the office building and the OCBA office. Masks must be worn at all times in the building.

ALL visitors entering the office must follow ingress and egress directions from OCBA staff. All visitors must be wearing a face mask, to the extent medically tolerable, and must go through the below outlined screening process. Visitors will need to sign a visitor's log indicating they answered NO to all screening questions, indicating date and times they visited the office, and provide a phone number or email address.

Visitors wishing to enter the OCBA office will have their temperature read by a no-touch thermometer. Persons with temperatures of 100.4 degrees or higher will not be permitted to enter.

Additionally, the following screening questions will be shown to each visitor prior to being allowed to enter. **Persons who answer YES to any question shall not be permitted to enter.**

- Have you experience any of the following symptoms in the past 48 hours?
  - fever or chills
  - cough
  - shortness of breath or difficulty breathing
  - fatigue
  - muscle or body aches
  - headache
  - new loss of taste or smell
  - sore throat
  - congestion or runny nose
  - nausea or vomiting
  - diarrhea
  
- Within the past 14 days, have you been in close physical contact (six feet or closer for a cumulative total of 15 minutes) with:
  - Anyone who is known to have laboratory-confirmed COVID-19?

OR

  - Anyone who has symptoms consistent with COVID-19?

- Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
- Are you currently waiting on the results of a COVID-19 test??

Persons dropping off packages will be directed to leave them outside the office when possible.

Whenever possible, keep a distance of six feet between you any other occupants of the room.

When six feet of social distancing cannot be maintained, the use of a facemask is required, to the extent medically tolerable, at all times.

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