

# VISITOR WELCOME INSTRUCTIONS

COVID-19 restrictions and limitations.

In an effort to slow the pace of the COVID-19 pandemic and protect the safety of our customers and employees, our branch is open with the following guidelines and requirements.

## Visitor Sales Office Entry

- Look for signage for visitor entry
- Complete a self-certification upon entry
  - Temperature under 100.3
  - Lack of upper respiratory symptoms
- Entry with a Horizon Solutions sponsor/escort
- For training classes, follow signage to classroom
- Mask required (will be provided, if needed)

## Social Distancing and Hygiene

- Maintain a six-foot or greater distance (in all directions) from all others
- Observe maximum occupancies as posted and all other instructional signage/floor taping
- Wash hands before and after the use of common equipment
- All cups, plates, utensils, etc. will be paper or disposable (dispose in designated receptacles)
- When possible, doors are to be opened hands free
- Hand sanitizer readily available in each location—we recommend washing hands every two hours
- Additional sanitation and cleaning measures are being implemented for each facility
  - For classroom training, workstations will be sanitized at the end of each day

## Breaks and Lunch

- Maintain social distancing
- Observe posted maximum occupancy limits in all restrooms, breakrooms, and meeting rooms
- Coffee will not be available, but you may bring your own
- For training, bottled water will be furnished at your personal workspace
- All meals will be served as individual boxed style—dispose in designated receptacles

If you have any questions or concerns, contact your local Sales Representative at (800) 724-4750.