

## PROCEDURES FOR ALL STAFF AND VISITORS VISITING THE AD EX

- All visitors to the AD EX will need to use the member entrance through the Republic Center lobby. All other entrances will be locked. A face mask is required in all public building areas.
- Valet parking is available for all visitors. Building management has implemented building wide protocols, including the valet area.
- All visitors will need to wear a face mask when they enter the AD EX. You can use your own or AD EX will provide one.
- All visitors will need to use hand sanitizer (provided) to clean their hands once they enter the AD EX.
- There will be a table set up by the member entrance, inside our space, with face masks, hand sanitizer, cleaning wipes and tissues. All items are disposable.
- When you get to the AD EX someone will be assigned to take your temperature. If you have a temperature equal to or greater than 100.0 degrees Fahrenheit, you will have to leave our offices. Employees will have to leave and not return until at least 72 hours after the fever is gone without the use of fever reducing medications.
- All visitors that attend a program or meeting in any of the meeting rooms (lecture room, classroom, board room or learning lab) must follow social distancing rules and keep a minimum distance of 6' apart. One person per table will facilitate this.
- Wear a face mask/coverings in any common areas, including hallways, aisles, restroom, breakrooms, or in any meetings in the conference rooms.
- Except for approved meetings, no employees or visitors are permitted to congregate in conference rooms.
- No face to face meetings of more than 12 individuals in the lecture room is allowed. Employees should wash or sanitize their hands and equipment after any meetings.
- Employees/visitors cannot congregate in the kitchen or other common areas. Maintain at least 6 feet between individuals.
- All tables, chairs and equipment in ALL meeting rooms will be wiped down after any usage.
- AD EX will not be providing any beverage services at this time. Please bring your own.
- If meals are provided, they will be individually boxed, and bottled water provided.
- Only 3 (three) visitors will be permitted in the member lounge area at any one time.
- AD EX has (3) three restrooms and each is behind the kitchen area. Please adhere to social distancing rules if you need to use the facilities. If the restrooms are occupied, you will need to stand in the kitchen area and wait your turn.
- If you have any of the following symptoms or have had any of these symptoms in the last two weeks, please do NOT visit us at this time:  
**Cough, Shortness of Breath, Chills or Shaking with Chills, Muscle Pain, Sore Throat, Loss of Taste or Smell, Diarrhea, Fever of 100 or More, Known contact with someone with COVID-19.**
- Children under the age of 18 are not currently permitted in the AD EX.

*Additional safety measures may be added as needed; these measures will be eased off as the state phases back to whatever will be the new normal.*