

# Guidelines for Visiting Farrell Fritz Offices



We are pleased to welcome you back to our offices. Our first priority is the health and safety of our clients, friends, and employees. With this in mind, we have implemented new protocols to promote safety for everyone. We ask you to comply with these protocols out of respect for, and in consideration of, your fellow guests and the Farrell Fritz team.

Our offices will look and feel a bit different, as we promote social distancing and enhanced hygiene practices. At our offices in Uniondale, all guests will be screened upon entry to the building and will be required to wear masks. Temperature sensors and other technology also is being implemented to promote safety. Upon arrival to our suite, you will also need to fill out a questionnaire certifying your current health condition and that you have not been exposed to anyone with COVID-19 over the past 14 days.

Upon arrival to our suite, you will also need to fill out a questionnaire certifying that:

- You have NOT
  - (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
  - (b) tested positive for COVID-19 in the past 14 days;
  - (c) experienced any symptoms of COVID-19 in the past 14 days; and
  - (d) travelled from one of the states with significant community spread as designated by New York State during the past 14 days.

We have implemented several other measures to reduce the spread of the virus, including:

- Social Distancing Signage and COVID-19 Protection Signage is on display throughout the office;
- All guests and visitors are required to wear a mask to enter the building and our office suite;
- Our conference rooms allow for in person meetings with proper social distancing;
- Our offices, including all surfaces, are professionally cleaned and sanitized on a daily basis;
- High-frequency touch-points such as door handles and arm rests are cleaned frequently throughout the day;
- Hand washing and hand sanitizing stations are available throughout the office.

Of course visiting our office remains optional. We continue to provide virtual client services via FaceTime, Zoom, and other platforms.

We thank you in advance for your cooperation and patience. We're glad to welcome you back to our offices.



# Farrell Fritz Office Visitor Affirmation



Date of Visit: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I certify that I have NOT (a) knowingly been in close contact in the last 14 days with anyone who has tested positive for COVID-19 or who has symptoms of COVID-19; (b) tested positive for COVID-19 in the last 14 days; (c) experienced symptoms of COVID-19 in the last 14 days; or (d) travelled from one of the states with significant community spread as designated by New York State.

By signing this, I certify this statement to be true.

Visitor Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_