

B&V Visitor Office Protocol

The purpose of this document is to provide guidelines for all visits to any B&V premises. It is important that all vendors, contractors, clients and visitors understand the safety requirements, protocols and expectations to ensure safety and minimize the risk of COVID-19 exposure. It is expected that ALL associates and their visitors/clients comply with the procedures and protocols that support preventative measures as advised in this document. We are monitoring the situation closely and will periodically update company guidance based on current recommendations from the CDC, state and local rules and regulations.

Only business critical visitors are permitted at any B&V facility at this time. Business critical visitors are 1) vendors that are needed to maintain our business needs and 2) client meetings or in-person meetings that must occur for business reasons. All other meetings are encouraged to meet virtually when possible.

1. All visitors are required to book office visit appointments in advance during designated available office meeting hours. All appointments should be coordinated through the B&V designated host using B&V's meeting/conference room calendars in Outlook. Appointments will be limited to specific hours on certain days each week depending on each B&V location. Sufficient time will be blocked in between meetings to ensure thorough cleaning protocols are followed for our associate's and visitor's safety from potential exposure.
2. All visitors will be greeted by B&V host in the building lobby and escorted to meeting floor.
3. All visitors must enter our premises on the main lobby of each office location. All visitors are required to complete the pre-screening form either in advance of or upon arrival at the check-in station in the office lobby. In order to account for all visitor-on-premise times, all visitors and/or their hosts must notify the receptionist of check-in and check-out times. When a receptionist is not available, host must log check-in and -out times into a physical log at the receptionist desk.
4. After arrival, the B&V host must accompany their visitor at all times. All parties must maintain and adhere to all B&V social distancing guidelines (6 feet) and proper hygiene protocols.
5. Unless unavailable, all meetings are to be held in the main board or conference rooms in each building (e.g., the 17th and 21st floor boardrooms at Greenway).
6. Follow all meeting room etiquette as suggested on posters placed outside all meeting rooms:
 - a. Maintain max # of occupants/capacity per room to ensure proper social distancing.
 - b. Disinfecting wipes will be available in each room. Users are to clean surfaces before and after each room use, including commonly used items such as phone systems, remotes, and any hardware equipment.
 - c. Do not leave any personal belongings after room use.
7. All visitors agree to provide B&V with their contact information and to notify B&V of any relevant information pertaining to a positive COVID-19 diagnosis within seven days following a visit to a B&V premise in order for us to properly execute contact tracing.