Client Site Protocols for B&V Associates

1. Review client's office site visit request with engagement partner and Department Chair. All client and/or visitor requests to a B&V office site must also be reviewed against B&V's current facility protocols to determine if offices remain closed to visitors or open during limited hours by appointment request.

2. Once approved submit Client Site Protocols for client to review ahead of any scheduled project work.

3. Review and comply with all HR issued guidance and training on COVID-19.

    a. Adhere to the social distancing protocol
    b. Engage in best practice hand and respiratory hygiene
    c. Promptly report any potential COVID-19 exposure or symptoms to HR@bvccpa.com per Intake and Response protocols
    d. Follow B&V Return to Premises Clearance Guidelines

4. Coordinate with client on dates/time and client's protocols for entering into their premises and that a designated office or room is available for B&V associate.

5. B&V associate to complete symptom checklist/self-assessment and confirm that the associate is suitable to perform on-site work.

6. B&V associate to bring the following PPE and supplies (in addition to any B&V equipment needed to perform the engagement) into the worksite:

    a. Breathing mask
    b. Disposable gloves, if desired
    c. Disinfecting wipes
    d. Hand sanitizer

7. B&V associate to wipe down and disinfect any areas or materials used.

8. Notify engagement partner of any safety concerns at client site.

9. All associates traveling out-of-state for a client site visit must remain out of the office for fourteen (14) days from the date the associate returned post out-of-state travel. Associates should monitor their symptoms for 14 days and if they become ill or aware of a known or suspected exposure should follow the Intake and Response protocols and notify HR@bvccpa.com.