
RETURN TO PREMISES CHECKLIST

1. TRAINING AND COMPLIANCE (APPLICABLE FOR EVERYONE)

- Complete all Proleara COVID-19 Trainings (contact Catherine Loftis for info)
- Attend RTP Virtual Orientation (contact Catherine Loftis for recording access)
- Submit COVID-19 Compliance Acknowledgement Form through AssureSign or send completed form to HR@bvccpa.com

2. IN OFFICE PROCEDURES

- Request your in-office visit needs with your Department Chair for scheduling purposes.
- Submit a [MyBV ticket](#) to get picture taken remotely for P98 Face Scanners or get picture taken on first day of arrival by receptionist. (Applicable for Greenway, Austin and Woodlands locations only)
- Set up AgilQuest account and reserve your workspace **daily**. Check-in and check-out of your reserved workspace **daily**.
- Upon arrival at the office go directly to get scanned in once **daily** (Applicable for Greenway, Austin and Woodlands locations. All other locations must submit a [MyBV Pre-Screening Form](#) daily prior to office visit).
- Follow all in-office protocols for social distancing, hygiene, and wear masks at all times in building and office common areas and also if working in open workspace (i.e. cubes).
- Leave by 5:30 pm.

3. CLIENT SITE VISITS

- Submit a [MyBV Pre-Screening Form – For Client](#) Visit for all networking events, client office visits or meetings.

4. INTAKE AND RESPONSE

- Contact HR@bvccpa.com for all intakes, potential or confirmed cases, questions on leave and benefits.

VISIT <https://www.bvccpa.com/covid19/>