



### **COVID-19 Requirements for Visitors & Guests**

The Allen County Board of Developmental Disabilities is requiring the following protocol for all visitors and guests beginning May 4, 2020:

- If sick or not feeling well, please contact the SSA or person holding the meeting, and stay at home.
- All visitors coming to a meeting at Marimor School or the Administration Building must be screened at the Administration Building, 2500 Ada Road (middle building). This will be the only entrance open.
- All visitors will be asked to bring their own mask or face covering, as masks are strongly encouraged in all common areas at the Board due to the vulnerable population served. Visitors will be asked to put on their mask or face covering prior to entering the Board. (The CDC does not recommend masks or face coverings for children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance.)
- All visitors will have their temperature taken by the Receptionist in the Administration Building. If it is above 100.0° degrees, visitors will not be able to attend the meeting.
- All visitors must use hand sanitizer immediately upon entering the Board.
- The receptionist will call the employee holding the meeting to escort visitors to the meeting location.
- Please practice social distancing in all locations.
- No visitor will be permitted in the Board offices without following these rules.

**Thank you** for your assistance in following these guidelines, which all employees are following as well. These are necessary so we can continue the work we do with our community, open up the offices again to the public and all stay healthy and safe during this time!