

Inteva Visitor Guidance

BEFORE ARRIVING



1. Complete your daily health check and confirm:
 - Your temperature is less than 100.4°F or 38°C
 - You have **none** of the following symptoms due to an undiagnosed medical condition:
 - Fever or chills
 - Fatigue
 - Sore throat
 - Cough
 - Muscle or body aches
 - Congestion or runny nose
 - Shortness of breath
 - Headache
 - Nausea or vomiting
 - Difficulty breathing
 - New loss of taste or smell
 - Diarrhea
 - You have **not** been in close contact in the last 14 days with someone with a diagnosis of COVID-19
 - You are **not** waiting on the results of a COVID-19 test
 - If you are unable to meet any of these health requirements, please contact your host to reschedule your visit
2. Fill out the [Inteva Visitor Questionnaire](#)
3. Verify that you have your necessary PPE

ON ARRIVAL



1. Put on your face covering before entering the building
 - We encourage visitors to bring their own face coverings and other necessary PPE
 - Disposable face coverings are available if you are unable to bring your own
 - If you bring your own face covering, it must **not** be equipped with exhalation valves as these valves allow unfiltered exhaled air to escape into the environment
 - Please follow manufacturer's guidelines for use and care for all personally-provided face coverings

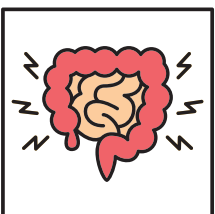


THROUGHOUT YOUR VISIT



1. Frequently wash your hands and avoid touching your face
2. Keep your work area clean
3. Wear appropriate PPE as specified, including a face covering when walking around the building
4. When possible, maintain a 6-foot distance from others
5. Respect the new conference room reduced number of participants
6. Use tissues, paper towels or toothpicks to touch surfaces

WHEN LEAVING



1. Clean your work area
2. Discard single use face coverings in a rubbish or trash bin after leaving the facility
3. Place multi-use face coverings in a disposable bag for transport and wash per guidelines