AMERICAN ARBITRATION ASSOCIATION® | INTERNATIONAL CENTRE FOR DISPUTE RESOLUTION®

COVID-19 Safety Guidelines to be Followed by Visitors to the American Arbitration Association's New York Offices

Welcome to the American Arbitration Association® (AAA®). In light of the ongoing Novel Coronavirus/COVID-19 pandemic, and our sincere desire to keep you, as well as our staff, as safe as possible, please adhere to the following safety guidelines while visiting our office:

- Honestly and candidly complete the AAA Visitor COVID-19 Daily Symptom Check each day of your visit before arriving at the AAA facility.
- Maintain a social distance of at least 6 feet from other individuals to the greatest extent possible when in office common areas, including lobbies, hallways, restrooms, printer stations and kitchens. While social distancing is optional in AAA hearing and meeting rooms, it is recommended that visitors maintain an appropriate social distance whenever feasible.
- Wear a properly fitting face mask at all times, except when eating or drinking or alone in an enclosed room.
- Wash your hands with soap or use hand sanitizer upon entry (or re-entry) to the AAA's offices.
- If you use or touch shared surfaces, please clean the surfaces with a disinfectant wipe before and after each use. Wipes will be available for that purpose.
- Adhere to any signs and markers posted by the AAA to facilitate social distancing.
- If you begin to feel ill while on site, immediately isolate yourself, either within the AAA office or by leaving the office, and notify **AAA Regional Liaison Taryn Hyson at (212) 484-4189** so we can initiate our contact tracing protocols.
- If at any point in the 14 days following your visit, you test positive for COVID-19 or become presumptive positive for COVID-19, notify **AAA Regional Liaison Taryn Hyson at (212) 484-4189** so we can initiate our contact tracing protocols.
- Please understand that if you do not comply with these guidelines, you may be asked to leave the premises.

© 2021 American Arbitration Association, Inc.