COVID-19 Safety Guidelines to be Followed By Visitors to the American Arbitration Association’s Offices for Election Purposes

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.
• Wear a properly fitting face mask whenever you cannot maintain a 6 foot social distance from others.
• Eat or drink only in areas designated for that purpose by the AAA. Remove your face covering for eating or drinking only if you can maintain a distance of 6 feet from all other individuals.
• Wash your hands with soap or use hand sanitizer upon entry (or re-entry) to the AAA’s offices and before handling any election materials, including ballots or envelopes. Protective gloves will be available upon request.
• If you use or touch shared surfaces, please clean the surfaces with a disinfectant wipe before and after each use. Disinfectant wipes will be available for that purpose.
• Adhere to any and all 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 Director of Elections Scott Boswell at (212) 484-4136 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 Director of Elections Scott Boswell at (212) 484-4136, so we can initiate our contact tracing protocols.
• Please understand that if you do not comply with these protocols, you may be asked to leave the premises.