



COVID-19 Safety Measures to be Followed by Visitors to the American Arbitration Association's Chicago 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 read and agree to adhere to the following safety protocols while visiting our office:

As a visitor to the AAA's Chicago office, I commit to adhere to the following COVID-19 safety protocols:

- I agree to follow the COVID-19 health screening procedures required by the AAA before entering the AAA's offices. I will honestly and candidly complete the AAA Visitor COVID-19 Daily Symptom Check each day of my visit before I arrive at the AAA facility.
- I agree to wear a properly fitting face covering over my nose and mouth at all times while in the AAA office, unless I am certain that I can maintain a distance of at least 6 feet from all other individuals. Regardless of distance, I agree to wear a face covering in all building and office common areas, including lobbies, elevators, hallways, restrooms, printer stations and kitchens.
- I understand that the AAA may provide designated areas where eating and drinking will be allowed; I agree to eat and drink only in those areas, and to remove my face covering for eating or drinking only if I can maintain a distance of 6 feet from all other individuals.
- I agree to wash my hands with soap or use hand sanitizer upon entry (or re-entry) to the AAA's offices, before and after eating, and before and after using or touching any shared surfaces, such as printers or coffee machines. If I use or touch shared surfaces, I will also clean the surfaces with a disinfectant wipe before and after each use. I understand that wipes will be available for that purpose.
- I agree that I will not share workstations with others. To the extent I must share a workstation, such as a designated witness chair, I agree to clean the area with a disinfectant wipe before and after each use. I understand that wipes will be available for that purpose.
- I agree to adhere to any and all signs and markers posted by the AAA to direct traffic or to ensure social distancing, including maximum occupancy signs.
- I agree to maintain a social distance of at least 6 feet from other individuals to the greatest extent possible for the duration of my visit. When social distancing cannot be maintained, i.e. when passing someone in the corridor, I will exert every effort to ensure that such contact is limited in duration.

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- I agree that if I begin to feel ill while on site, I will immediately isolate myself, either within the AAA office or by leaving the office. Either way, I will notify **AAA Director of ADR Services Matt Lacy at (312) 616-6582** and follow AAA protocols as directed. I will fully cooperate with the AAA for contact tracing purposes.
- I agree that, if at any point in the 14 days following my visit, I test positive for COVID-19 or become presumptive positive for COVID-19, I will notify **AAA Director of ADR Services Matt Lacy at (312) 616-6582**, and will fully cooperate with the AAA for contact tracing purposes.
- I understand that if I do not comply with these protocols, I may be asked to leave the premises.

Print Name: _____

Signature: _____ **Date:** _____