



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.
- Maintain a social distance of at least six (6) feet from other individuals to the greatest extent possible.
- Wear a properly fitting face mask at all times.
- Eat or drink only in areas designated for that purpose by the AAA. Remove your face covering only if you can maintain a social distance of six (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 and notify **AAA Director of ADR Services Matt Lacy at (312) 616-6582** to facilitate contact tracing.
- 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 ADR Services Matt Lacy at (312) 616-6582** to facilitate contact tracing.
- Please understand that if you do not comply with these protocols, you may be asked to leave the premises.