**Vendor/Visitor/Guest**

* + No visitors or guest allowed on site without any prior consent and approval from the heat mapping team.
	+ Must wear face mask prior to entering the facility.
	+ Must be shadowed while on site from a safe distance.
	+ Allowed on site during their scheduled time only.
	+ Instruct visitors to meet outside the lobby door and POC will bring them in.
		1. Have them sign-in
		2. Assure they are within CDC guidelines – face mask
		3. Go through the visitor checklist
		4. Reminder: Lobby doors are locked, and alarm is active. You have 20 seconds to open shut the door before alarm engages.
		5. Escort visitor out after visit.
		6. Lobby area is an isolated room, perfect for staging/receiving visitors.
		7. This applies to all visitor types and not limited to lab

**DELIVERY SERVICE DRIVERS**

* Must be accompanied during delivery – in and out
* Applies to drivers needing facility access to perform such services i.e. AirGas tank delivery, dry ice, Shred-It, UniFirst etc.