

# Welcome Back to the American Job Center

The Safety and Health Of Our Visitors & Staff Is Important To Us

## **BEFORE YOUR APPOINTMENT:**

- Please Secure Child Care - *For their safety, children are not permitted.*
- Aides/Companions Are Welcome – *Please alert us in advance so that we can plan for building capacity. All visitors must adhere to the precautions below.*
- Plan Ahead To Arrive On Time – *Your appointment will automatically be canceled if you do not arrive within 10 minutes of your scheduled time.*

## **PRIOR TO ENTERING:**

- Text/Call The Person You Are Meeting With To Alert Them – *Wait for their reply before entering.*
- Put Your Mask On – *Must cover your nose and mouth.*

## **ONCE INSIDE THE AMERICAN JOB CENTER:**

- Wear Your Mask At All Times – *If you do not have a mask, one will be provided.*
- No-Touch Temperature Check At Reception.
- Complete A Short Questionnaire – *Including travel, symptoms, and exposure. This will include providing your cell phone number in case there is a need for contact tracing.*
- Observe Social Distancing of Minimum 6 FT. – *Signs and floor decals provide guidance.*
- Utilize Hand Sanitizer Stations – *Located throughout the building.*

If you are not able to abide by these guidelines, please let us know in advance so alternative phone or video conferencing can be arranged.