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## Name of Professional Services Office

### Entrance Sign

To prevent the spread and reduce the risk of COVID-19 to our employees and visitors, any visitors (including clients, vendors or other visitors) must read and answer the questions below. If your answer is **“YES”** to **ANY** of the questions, **YOU MAY NOT ENTER.**

(1) Have you been confirmed positive (and have not yet been determined by a medical professional to have recovered from) or are you awaiting testing, test results, or a diagnosis from a physician to determine whether you are positive for COVID-19?

(2) Are you currently experiencing, or have you recently experienced, any acute respiratory illness symptoms such as fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell?

(3) Have you been in close contact with any person who has been confirmed positive for, and who has not yet been determined by a medical professional to have recovered from, COVID-19?

(4) Have you been in close contact with any persons who have or are exhibiting acute respiratory illness symptoms?

(5) Have you or someone in your household or someone you have been in close contact with been advised by a health care professional in the last two weeks to self-quarantine due to concerns about COVID-19?

If your answer is “NO” to each of the questions, please call \_\_\_\_\_ or knock loudly/ring the bell for entrance. Please be advised that names and contact information for all visitors who enter will be noted in a daily log, in the event the information is needed for tracing purposes by the Vermont Department of Health.

If you are making a delivery and need not enter the building, please call \_\_\_\_\_ or knock loudly/ring the bell so the delivery can be left outside. Please contact \_\_\_\_\_ at (email address) or (phone number) if you have any questions about this process. Thank you for helping us do our part to prevent the spread and reduce the risk of COVID-19.

**For External Posting Near Any Entrance to Office Location**