

Visitor Guidelines

- Visitors are limited to only those who cannot conduct their business via teleconferencing.
- Visitors must follow the MA mandate for visitors coming from high risk areas. Go to www.mass.gov/info-details/covid-19-travel-order for the latest requirements.
- Only the minimal number visitors required to conduct the business are allowed.
- Visitors should be on-site for the least amount of time required to complete the purpose of the visit.
- Physical contact is limited to only those Haartz personnel required; others can teleconference in.
- Use the Main (Visitors) Conference Room for meeting to minimize movement of visitors through the office area.
- No food or lunches can be provided until further notice. Beverages are allowed but masks must still be worn.
- Plant tours should only occur if required (not just requested) to minimize visitor exposure throughout Haartz.

Visit Procedures

- Visit needs to be discussed and approved within your department.
- Visitor must be given the Haartz COVID-19 guidelines. These are on the Haartz website.
 - There is a section with general Haartz procedures and policies for visitors.
 - There is a section with the Covid-19 policies.
 - There is access to the self-assessment checklist.
- Visitor should be asked about any safety requirements their company is requiring for the visit.
- The Haartz host is responsible for confirming acceptable health screening results using the current Haartz policies as guidance.
- Host must log visitor in with the Reception Desk.
- Main (Visitors) Conference Room must be verified clean prior to entry with the visitor.
 - All physical distancing guidelines must be followed in the conference room.
- Main (Visitors) Conference Room must be cleaned after the visitor leaves.