



## COVID-19 VISITOR DECLARATION

Lashly & Baer Contact(s): \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Visitor Name: \_\_\_\_\_

Visitor Phone Number: \_\_\_\_\_

Lashly & Baer, P.C. is committed to providing a safe and healthy workplace for our employees and visitors. We ask each visitor to complete the visitor declaration form prior to gaining access to the Lashly & Baer office. Upon arrival, you will be required to complete and sign this or a similar form.

In the last 14 days, have you or any member of your household had contact with any person suspected to have contracted coronavirus (COVID-19)?

- Yes
- No

In the last 14 days, have you or a member of your household had contact with any person confirmed to have contracted coronavirus?

- Yes
- No

Do you currently have any coronavirus symptoms (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat or new loss of taste or smell)?

- Yes
- No

If you answer yes to any of the above questions, please do not visit Lashly & Baer office at this time. Lashly & Baer reserves the right to refuse entry to its non-essential visitors for any reason, regardless of the answers to this questionnaire.

By signing below, you certify that the answers above are true.

\_\_\_\_\_  
Signed:

\_\_\_\_\_  
Date:

By signing below, you agree to notify Lashly & Baer in the event you begin to experience symptoms or test positive for COVID-19 during 14 days after your visit to Lashly & Baer. Please contact Kara Brostron, Director of Operations, at 314-436-8366 or [kmbrostron@lashlybaer.com](mailto:kmbrostron@lashlybaer.com).

\_\_\_\_\_  
Signed:

\_\_\_\_\_  
Date:



## VISITOR GUIDELINES

If you are visiting the Lashly & Baer office, please observe the following good hygiene practices and office guidelines to reduce the risk of infection with COVID-19:

- Cover your mouth and nose with a mask. Wearing a facemask is required upon entering the Lashly & Baer building. Continue to keep six (6) feet between yourself and others. The mask is not a substitute for social distancing.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- If you are ill, do not come to the office — reach out to your Lashly & Baer contact and we will gladly reschedule our meeting
- Avoid physical contact — no handshakes or hugs are permitted.

Thank you for your flexibility and understanding.

*\*Casual contact is having been face-to-face for less than 15 minutes, or in the same closed space for less than two hours, with someone who has been diagnosed with COVID-19 when that person was infectious.*