



**Daily Pre-Visit Form
To Be Completed By All Visitors to an IDA Facility**

In light of the COVID-19 situation, IDA is implementing precautionary measures to ensure the health, safety, and well-being of our employees and visitors to our sites. As a condition of your visit to IDA, you agree to comply with the current social distancing requirements outlined on Page 2 of this form. Failure to comply with these requirements may result in a loss of visitor privileges.

We request that you complete the form below **less than 24 hours** prior to any day you plan to visit IDA and provide a copy of the form to your IDA point of contact before your arrival. Unfortunately, we are unable to grant visitors access to IDA facilities without receiving a copy of this form successfully completed less than 24 hour prior to entry. We have additional copies of this form available at our lobby if needed.

Visitor's Name:	Date of Visit:	Personal Phone Number (mobile/home):
Visitor's Company/Organization:		Name of IDA Point of Contact:

Questions	Yes	No
Have you taken your temperature within the past 24 hours ?		
Within the past 10 days , have you, at any time, experienced any of the following symptoms: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face?		
Are you currently experiencing any of the following symptoms or have you recovered from any of the following symptoms that started within the past 10 days (other than where attributable to known medical causes unrelated to COVID-19): <ul style="list-style-type: none"> • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle and body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea 		
To the best of your knowledge, have you, or anyone with whom you have been in "close contact" (as defined on page 2), traveled to, through, or from any international location within the past 14 days ?		
To the best of your knowledge, have you been in "close contact" (as defined on page 2) with anyone who is experiencing the symptoms discussed above (or who has otherwise suffered an active COVID-19 infection) within the past 14 days ?		

Signature: _____

Date: _____

If you have failed to take your temperature within the past 24 hours, or if you answered "Yes" to any of the other questions above, **DO NOT TRAVEL TO IDA**. You will need to attend your meeting virtually or attempt to reschedule. If you begin to experience any of the symptoms indicated above after you submit this form, including during your visit to an IDA facility, you must immediately arrange with your IDA contact to meet virtually or at a later date.

You can submit this form or send it directly to PreVisitScreening@ida.org.

Definition of “Close Contact”

Close contact” is defined as engaging in any of the following while not wearing recommended personal protective equipment (including wearing a fabric mask):

- Being within **6 feet** of an individual for more than **15 minutes**
- Having direct physical contact with a person (including shaking hands, hugging, or kissing)
- Having direct contact with an individual’s bodily secretions (including being coughed or sneezed upon)

Current “Social Distancing” Requirements

The following “social distancing” requirements represent a baseline of the requirements currently in effect at all IDA facilities. Your facility may have other “social distancing” requirements in place that are specific to the operational needs of that facility. You must refer to the **IIS** or your director for any additional “social distancing” requirements. You must also observe any signage or other instructions from IDA security officers regarding “social distancing.”

- IDA Staff are required to wear a face mask (or other cloth face covering consistent with CDC guidelines) at all times while entering IDA facilities (including while walking in the garage/parking lot or approaching the lobby doors), in any other common areas, and during any in-person interactions. Face masks are not required to be worn in a private office while the door is closed, or in any other private workspace where at least **six feet** of social distancing space can be strictly maintained.
- To the maximum extent possible, individuals must maintain at least six feet of separation from each other at all times.
- Restrooms and galleys/kitchens are limited to a maximum of **two people** at the same time. Elevators are limited to a single passenger, although a second passenger is permitted in the case of a visitor being escorted.
- Where hand sanitizer, sanitizing wipes, or other similar products are available, these must be used to promptly clean your hands and/or surfaces that others are likely to touch.
- You must comply with any directional signs, or other posted limitations on the flow of traffic within the building.
- If you are hosting a visitor to an IDA facility, you are responsible for ensuring the visitor understands and complies with these “social distancing” requirements