

# COVID-19 HEALTH AND SAFETY GUIDELINES:

## Empower Wealth Advisors

As of June 17<sup>th</sup> Executive Order NW-10 has required that all business providing goods and services develop guidelines to help slow the spread of Coronavirus (COVID-19). Following CDC guidelines to limit the spread of COVID-19 and maintain a safe environment for office staff and clients, our office is abiding by the following guidelines. We continue to strive to maintain the friendly, and welcoming environment we are known for, it just looks a little different for now.

### Maintaining Our Friendly Welcoming Environment:

1. Masks are required while in our office.
2. Temperature Check: Please wait in our reception area. A staff member will greet you shortly. Anything above 99.0°F we will ask that you set up a virtual meeting.
3. We are remaining flexible and providing virtual meetings to all our clients. If you feel unwell or recently presented any of the following symptoms we encourage you to request a virtual meeting.
  - *Cough/Sore Throat*
  - *Shortness of Breath/Difficulty Breathing*
  - *Chills/Low-grade or Mild Fever*
  - *Muscle Aches, or*
  - *you have been in contact with a lab-confirmed COVID-19 patient*
4. We have made hand sanitizer readily available.
5. To maintain sufficient social distance standards and remain under the 50% occupancy rule, we ask that only **two** clients/guests come in at a time. If you require a larger group meeting, let us know so we can make appropriate accommodations ahead of your meeting.
6. Please help yourself to coffee and water. However, we ask out of courtesy that you take any cups or bottles with you at the end of the meeting.



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## Protocols to Keep Healthy Staff and a Clean Office:

1. We ask all our staff to adhere to CDC guidelines. Temperature checks are performed every morning. Proper face covering & hand washing is recommended.
2. We're encouraging any staff who feels unwell, present symptoms related to COVID-19, or has been in known close contact with a person who is lab confirmed to have COVID-19 to stay home and follow proper recovery and return to work procedures as established by OSHA & the CDC.
3. Cleaning and Disinfecting of all high contact areas: bathrooms, breakroom, reception & conference room every day.



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