



**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:	Phone Number:
Visitor's Company/Organization:		Name of IDA Point of Contact:

Questions	Yes	No
<p>Are you “fully vaccinated” for COVID-19? Note: If you answered Yes, please be prepared to show the Front Desk staff a copy of your vaccination record. A picture of your record on your phone will be sufficient. IDA will not retain a copy of your vaccination record.</p>		
<p>Have you been tested for COVID-19 within the past week? (Disregard if you are “fully vaccinated”) Note: If you answer No, the Front Desk staff will provide you with a COVID-19 test. You will be required to complete the COVID-19 test (using the included instructions) before entering IDA premises. If you test Positive for COVID-19 you must notify the Front Desk staff and immediately depart IDA premises.</p>		
<p>Are you currently experiencing any of the following symptoms or have you recovered from any of the following new or unexpected symptoms that started within the past 10 days (other than where attributable to known medical causes unrelated to COVID-19):*</p> <ul style="list-style-type: none"> • Shortness of breath or difficulty breathing • Persistent pain or pressure in the chest • New confusion • Inability to wake or stay awake • Bluish lips or face • Fever or chills • Cough • Fatigue • Muscle and body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea <p>Note: If you have not taken your temperature within the past 24 hours, please use the no-contact temperature check device located in the IDA lobby.</p>		
<p>To the best of your knowledge, within the past 14 days, have you been in “close contact” with any person who was at the time of your contact (or at any time subsequent to that contact): 1) experiencing the CDC-designated symptoms for COVID-19, as described above; or 2) diagnosed with an active case of COVID-19?*</p>		

Signature: _____

Date: _____

* If you answered **Yes** to either of these questions, **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 may submit this form to the Front Desk staff or email it directly to STPLadmin@ida.org

Definition of “Fully Vaccinated”

The CDC states that individuals are considered “fully vaccinated:”

- Two weeks after their second dose in a 2-dose vaccination series (like the Pfizer or Moderna vaccines); or
- Two weeks after a single-dose vaccine (like the Johnson & Johnson/Janssen vaccine).

Definition of “Close Contact”

“Close contact” is defined as being within **6 feet** of an individual for a cumulative total of **15 minutes** or more over a 24-hour period, regardless of whether you are wearing a mask or other personal protective equipment.

Current “Social Distancing” Requirements

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

- All visitors 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 while alone in a private office (with the door closed), or in any other private workspace where at least **six feet** of social distancing space can be strictly maintained.
- Individuals who are not “fully vaccinated” must maintain at least six feet of separation from others to the maximum extent possible.
- **As indicated above, you must also comply with any facility-specific requirements that may be more restrictive than those on this form, that have been communicated to you by facility management and/or the POC for your visit.**

Note for IDA Staff: 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