

## **COVID-19 Policies and Procedures—Site Visits and In-Person Meetings**

### **Amity Worrel & Co.**

Amity Worrel & Co. is committed to the health and safety of its employees, clients, and vendors. The work we all do together is important to our clients' wellbeing and to our livelihood. We are grateful for our clients and vendors!

Our employees continue to work mostly from home, making occasional scheduled visits to the studio as needed.

We are meeting with clients virtually as much as possible. In the event a site visit is warranted, our designers will:

- Monitor their own health. If they are showing any symptoms of sickness they will reschedule or send a colleague.
- Clean their hands immediately before the meeting.
- Wear a mask that covers their nose and mouth.
- Maintain a distance of 6 feet from all others present.

We ask that our clients and vendors also do the above. In addition, the designer will contact clients the day of the meeting to make sure clients are not symptomatic and have not been exposed to the virus.

If our designer arrives at a site visit and clients or contractors/vendors are not following the above guidelines, or if the designer feels unsafe for any other reason, our designer will not remain for the meeting.

If you have any questions about Amity Worrel & Co.'s COVID-19 policies and procedures, please contact Amity at 917-992-6935.