

West Point Center COVID Entry Procedure

Consultants, Food Delivery, Repair Personnel and Vendor

The following procedure is required for entry into PCDC building (Smart Start), by any consultant, food delivery, repair personnel and vendors: Approval for entry is given by the Manager on duty before entry is granted. The manager on duty will confirm identity and reason for entry.

- Hand sanitizer is used
- Face mask required
- Review of Health Self-Screener
- Temperature is taken
- Record information on Sign in Sheet
- Use disinfectant wipes to disinfect thermometer and pen
- proceed to location of work: Stay in location until work is preformed
- If need to use restroom, follow protocol posted in restroom
- When departing the building, use hand sanitizer at exit