

# Visitor Policy

## COVID-19 ACTIVE SCREENING

**Do not enter a Charleston Metal facility if you answer yes to any of the following questions:**

Your health and well-being are of the upmost importance and we are taking measures to keep the facility/office a safe environment for employees as well as the individuals under our charge and the public. Therefore, anyone coming into the facility/office will be screened and part of our screening process may include taking their temperature and asking the following questions.

1. Within the last 14-days, have you experienced any of the following **symptoms that you cannot attribute to another health condition**: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea?  YES  NO
2. Within the last 14-days, have you had a **temperature at or above 100.4°**? (Must be fever free without the use of fever reducing medicine for at least 72 hours)  YES  NO
3. Within the last 14 days, have you had **close contact** (without the use of appropriate PPE) with someone who is currently sick with suspected or confirmed COVID-19?\* (Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes)  YES  NO
4. Within the last 14 days have you **traveled** out of the local area to any high incidence area that may have resulted in an exposure to COVID-19?  YES  NO
5. Have you, or anyone in your household, been **diagnosed as positive for COVID-19**, within the last 28 days?  YES  NO

**If any answer is yes, stop – call 260-837-8211 and ask for Chris or Joel for further explanation and determination if you may enter the facility.**

**If you have not been vaccinated, masks are required**

Thank you for your cooperation!