



BAY AREA LEGAL AID

WORKING TOGETHER FOR JUSTICE

COVID-19 HEALTH & SAFETY

All Employees and Visitors must complete a **Health Questionnaire** and be given permission before entering a BayLegal office.

While in a BayLegal office, all Employees and Visitors must abide by **Health Safety Protocols** at all times, including:

- **Stay home** if you are sick or have experienced any CDC described COVID-19 symptoms and contact your manager;
- **Leave** immediately if you experience any CDC described COVID-19 symptoms and contact your manager as soon as possible;
- **Maintain at least 6 feet of physical distance** (a.k.a. social distancing) from any other person at all times;
- **Wear Facial Covering** while in any shared space;
- **Sneeze and cough** into a cloth or tissue or, if not available, into your elbow and immediately engage in sanitation;
- **Do not shake hands or engage in any physical contact;**
- **Frequently wash hands** with soap and water for at least 20 seconds, **or use hand sanitizer****; and
- **Sanitize all spaces before and after use.****

NOTICE: All employees and visitors will be asked to leave and excluded from re-entering a BayLegal facility if they exhibit any COVID-19 symptoms. They will be required to abide by and satisfactorily complete all official guidelines before being authorized to reenter and BayLegal will follow all exposure containment protocols.

Thank you! Take Care!