## COMPLYTRAQ

To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, we have updated our inspection guidelines for all present during the on-site inspection. This includes but not limited to the inspector and contact present for the on-site inspection. Please review with the contact for the on-site inspection prior to placing your order.

1. All present for the on-site inspection must adhere to their shelter in place or stay at home orders as issued by your county, city and/or state. Please check local guidelines with your customer and/or contact prior to ordering the on-site inspection.
2. If the contact becomes sick or has COVID symptoms after scheduling the appointment they should NOT proceed with the scheduled on-site inspection. Please contact our office or the inspector immediately to reschedule the appointment.
3. The contact must bring and wear your personal protective equipment (PPE). A face covering is required while the inspector is performing the on-site inspection.
4. Maintain a minimum of six-foot distance from one another during the inspection.
5. Do not shake hands or engage in any unnecessary physical contact.
6. Frequently wash hands for a least 20 seconds with soap and water or use hand sanitizer.

The contact for the on-site must agree to the following:

1. The contact or anyone at the location are NOT currently sick or have any COVID symptoms.
2. The contact or anyone at the location have NOT had close contact (within 6 feet/ 2 meters for than 15 minutes) with anyone who is either confirmed or suspected of having COVID-19, in the last 14 days, including anyone who is experiencing or displaying any of the known symptoms of COVID19.
3. The contact or anyone at the location have NOT tested positive or have been tested and are awaiting the results for COVID-19 in the last 14 days.

If contact cannot agree that all the above statements are true, please do NOT enter an order for the onsite inspection.

