



# Imperial Capital

## **Offices: COVID-19 Policies and Protocols**

To prevent the spread of COVID-19:

- Face coverings are required in our offices
- A distance of 6 feet must be maintained between persons at all times
- Hand sanitizer is provided and frequent hand washing is encouraged
- Each person entering our offices must perform the below Self Health Check on a daily basis and not enter our offices should they answer “yes” to any of the questions
- All visitors must be approved by Human Resources ([hr@imperialcapital.com](mailto:hr@imperialcapital.com)) ahead of time

### **Daily Self-Heath Checks**

To enter our offices, you must attest that:

1. YOU do NOT currently have any of the following symptoms:
  - a. Coughing, sneezing
  - b. Fever or chills
  - c. Shortness of breath, difficulty breathing
  - d. Early symptoms of acute respiratory illness such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, runny nose, muscle pain
  - e. New loss of taste or smell(if symptoms are believed to be allergy-related, you may enter)

AND

2. YOU have NOT had close contact (within 6 feet for more than 15 minutes) with anyone who is either confirmed or suspected of having COVID-19, in the last 10 days, including anyone who is experiencing or displaying any of the known symptoms of COVID-19 (which are listed above)

AND

3. YOU have NOT tested positive for COVID-19 in the last 10 days.

For more information on our COVID-19 Policies and Protocols, please reach out to [hr@imperialcapital.com](mailto:hr@imperialcapital.com).