



## COVID-19 Health and Safety Policy for Short-Term Visitors

As a visitor to SBCEO during the COVID-19 pandemic, you must:

- have a confirmed appointment with an SBCEO staff member. **No walk-in visitors are permitted at this time.**
- wear a [face covering](#) over your nose and mouth at all times.
- maintain [physical distance](#) of 6 feet from others.
- [wash](#) or [sanitize](#) your hands. Restrooms and/or touchless hand sanitizer stations are available at our locations.
- follow all other SBCEO health and safety protocols when requested to do so.

Please **do not visit** any SBCEO worksite if:

- you have had [close contact](#) in the past 14 days with a person diagnosed with COVID-19,  
OR
- you are experiencing [symptoms](#) associated with COVID-19. These include:
  - fever or symptoms of a fever (temperature over 100.4 degrees F.)
  - cough **not** due to a chronic or known condition
  - shortness of breath or difficulty breathing
  - chills
  - fatigue
  - muscle or body aches
  - headache
  - sore throat
  - congestion or runny nose
  - nausea or vomiting
  - diarrhea
  - new loss of taste or smell

Our staff are available by phone and email. If you need to conduct your business in-person, please call (805) 964-4711 to make an appointment with a staff member.

**Thanks for helping us keep you, our staff, and our community safe.**