



Visiting Best Practices

Over the past year, Townsend has experienced many changes to our daily routines in an effort to help us stay safe and healthy while working alongside each other.

As Townsend reopens our doors to visitors, *it is important to us, that we host them in a way that follows along with the efforts we have already put in place.* We are currently welcoming visitors who have a specific onsite need, such as to perform maintenance or visibly review a leather order.

The following guidance is provided with all health and safety best practices and current risk levels, while also considering the needs of our partners and visitors alike. **If you are planning to visit Townsend Leather, please start by completing this form, so your appointment can be reviewed, approved, and scheduled:** WWW.TOWNSENDLEATHER.COM/APPOINTMENT and provide us with a contact email address to get back to you.

Once the visit is approved, you will be notified and given any further needed instructions. Before you arrive at any Townsend Leather building, **you will need to complete a simple online Health Assessment at this link:** REBRAND.LY/TSLVISITOR

This assessment will ask you to review your health the day you plan to enter Townsend and to consider your health previous to your visit. It will also ask you about travel from outside New York State, please have a conversation with your Townsend contact person about where you are traveling from, your method of travel, and any other travel-related facts that might be useful in determining your and everyone's safety.

All visitors must submit this Health Assessment before arriving each day they expect to be on site.

On the day of your visit, a Townsend Leather Partner will plan to meet you at a door that is closest to your intended destination. This will limit time and exposure to/with our partners. A Townsend Leather Partner will stay with you the entire time you are on-site with us, escorting you to the worksite, and staying nearby for the duration of your visit.

While with us, you will be required to follow our safety routines and best practices such as:

- Wear a face mask at all times
- Stay home and reschedule the visit if you are feeling ill
- Observe physical distancing by keeping 6 feet from others when you can
- Handwashing and wiping down surfaces any time you can and/or use sanitizer
- Limit sharing of objects with Townsend partners
- We won't be shaking hands, but we'll want to, so plan to do air-high-fives!
- At the end of the visit, please exit the nearest exit that makes sense
- Be awesome
- All these steps will be required for every visit and every day of the visit

We are not defined by proximity, by the work we do, by the challenges we face... *we are defined by the values we display in times of hardship **and the actions we take to care for others.*** Townsend Leather always aims to be defined by being Partners, together. – **Townsend Leather**

Any questions or concerns, please contact our HR extraordinaire at pamelag@townsendleather.com