



## MassBio Visitors

### COVID-19 Safety Policies & Procedures

*Please read through carefully prior to arrival on-site.*

No unscheduled Visitor will be permitted into the MassBio HQ/Hub. Only authorized personnel or pre-registered Visitor will be permitted to access the facility. Visitors will be required to have a MassBio staff host. MassBio will monitor to ensure only authorized personnel or pre-registered Visitors are accessing the facility.

Any Visitor needing access to the facility should contact the MassBio HQ Facilities Director in advance to pre-schedule visits and walk-throughs when possible at [facilities@massbio.org](mailto:facilities@massbio.org)

Visitors will receive an email in advance of coming on-site explaining MassBio's COVID-19 Visitor Safety Policies & Procedures. The email will include a link to complete an online COVID-19 Self Screening Evaluation from our partner Workpass with exclusive login credentials. By completing this process the same day as the visit, the Visitor can electronically indicate they have met all criteria as outlined on the COVID-19 Self Screening Evaluation and are fit to enter the MassBio HQ/Hub.

#### General Visitor Requirements:

- Visitors should not have any symptoms of illness prior to visit.
- Visitors will complete Workpass COVID-19 Self Screening Evaluation **prior** to entering MassBio HQ/Hub.
- Visitors will be expected to comply with MassBio's COVID-19 Visitor Safety Policies & Procedures.
- Visitors must wear a mask when entering and while at MassBio HQ/Hub. If a Visitor is not wearing a mask upon entering the MassBio HQ/Hub, one will be provided by MassBio.
- Visitors will receive a brief safety training upon entering the MassBio HQ/Hub.
- Visitors must wash hands upon entering the MassBio HQ/Hub.

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- Visitors are expected to follow 6 ft. social distancing requirements.
- Visitors should utilize dedicated floorplan path for one-way traffic entrance & exits.
- Visitors should not shake hands for salutations.
- Visitors should utilize hand sanitizer in-between hand washing and are encouraged to carry their own sanitizer when possible.
- Visitors must comply with the maximum room capacity requirements.
- Visitors should disinfect workstations, phones or surfaces touched if using a Visitor Desk or common space.
- Packages should be left at the MassBio HQ front entrance, in front of the glass doors whenever possible or left at the reception desk.
- Visitors should speak with the MassBio COVID-19 Resource Officer if there are questions or concerns.

### **MASSBIO COVID-19 VISITOR POLICIES & PROCEDURES VISITOR ELECTRONIC ACKNOWLEDGEMENT FORM**

By checking in through the Workpass link or accepting any MassBio provided meeting invitation sent by my MassBio staff host, I acknowledge that I have received and read the MassBio COVID-19 Visitor Policies & Procedures. I understand that I am expected to comply with all protocols, policies, and procedures.

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