



## Notice to Visitors

### Check-in and Check Out

- If you have Covid-19, or if you are experiencing Covid-19 symptoms, we request that you do not visit our office.
- Visitors must provide at the 25<sup>th</sup> floor Reception Desk:
  - Proof of vaccination (i.e. QR Code); or
  - Proof of a negative PCR or rapid test within 72 hours of attendance at our office.
- Visitors are also required to complete a questionnaire on check in at the 25th floor Reception desk.
- If you answer “yes” to any of the questions on the questionnaire, you will be asked to immediately leave the Witten office and reschedule your meeting or discuss alternative options.
- We will record your name upon check-in for contact tracing purposes.
- A mask or face covering is required while in the Witten office.
- There is a maximum of 3 people permitted in the elevator at one time.

# How Witten is Reducing Your Risk and Ours

- We are providing hand sanitizer at our reception desk, as well as in each boardroom.
- Boardroom tables, chairs, and door handles are sanitized regularly.
- We are practicing physical distancing and request you maintain a distance of 2m. from people outside of your household or cohort family.
- We are using movable screens to create an additional level of protection for our clients and team members.
- We have implemented a Crisis Management Team that regularly revises our Covid-19 policies.
- All Witten members are asked to complete a Covid-19 questionnaire on a daily basis.
- We have enhanced our cleaning protocols and increased the frequency of cleaning in all our spaces.

We are located at 2500-10303 Jasper Ave,  
Edmonton AB T5J 3N6.

Our current office hours are  
8am-4pm.

