

GUIDELINES FOR VISITORS TO AEP BUILDINGS



Visitors to AEP buildings are permitted. However, visitors must adhere to the following conditions:

- All visitors to any AEP building will require advance approval from a vice president before their scheduled visit.
- All visitors must adhere to AEP's established requirements for temperature screenings, face coverings, physical distancing and illness prevention etiquette.
- Visitors should screen for symptoms before arriving at an AEP building. Those who are experiencing fever (over 100° F), cough, difficulty breathing or other potential COVID-19 symptoms as outlined by the CDC should reschedule their visit.
- Illness prevention etiquette includes:
 - If ill, stay at home.
 - Wash hands frequently with soap and water, or use hand sanitizer if soap and water isn't available. Proper hand washing is the easiest and most effective way to prevent the transmission of germs and viruses.
 - This is extremely important in areas with frequently touched surfaces such as handrails, printers, conference tables, doors, light switches, hallways, turnstiles and surfaces in the lobby, bathrooms, breakrooms and parking garages.
 - Cover coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve, if tissues are not available. Wash hands or use hand sanitizer after coughing, sneezing or blowing your nose.
- Face coverings are required for employees, contractors and visitors at AEP buildings:
 - In common areas including building entrances and exits, hallways/aisle ways, elevators, stairways, kitchenettes, restrooms and cafeterias.Visitors are encouraged to wear their own face covering. AEP will have a supply of disposable face coverings at the entrance of each building for those not wearing one.
- Visitors must be escorted (except into the restroom) at all times to ensure adherence to all AEP COVID-19 protocols.
- No more than three visitors from the same company for the same meeting shall visit an AEP building at one time.

We are continually reviewing our responses to the pandemic based on state and local mandates and the latest health information.
