

**VISITOR GUIDELINES FOR THE HEFLIN-TORBERT JUDICIAL  
BUILDING  
and the use of Personal Protective Equipment (“PPE”)**

This guidance is intended for visitors of the Heflin-Torbert Judicial Building (“HTJB”) and to lessen the risks associated with potential COVID-19 exposure.

1. The Six-Foot Rule: Visitors should make every attempt to stay and work at least six feet away from other individuals in the HTJB.
2. Bring Personal Protective Equipment, including but not limited to, face masks. For those who do not bring masks, a mask will be provided as needed.
3. Security Checkpoint: The Marshal and deputy marshals will perform temperature checks as part of their security screening.
4. Do not enter the building if you have:
  - a. a temperature of 100.4 or greater along with any COVID-19 related symptoms, OR
  - b. Significant symptoms which may be related to COVID-19 including, but not limited to, coughing, sneezing, trouble breathing, fever, chills, loss of taste or smell, sore throat, OR
  - c. you have been exposed to someone who has been diagnosed or told that they are presumptively positive for COVID-19 within the last 14 days
5. Limit elevator use to no more than **four** people at a time and stand at least six feet apart, or as far apart as possible both inside the elevator and when waiting in line. Inside the elevator, please wear a mask and stand at each corner of the elevator to allow for the maximum distance between occupants. Use the stairwell when practicable.
6. Wear PPE where appropriate: If you must be in a small confined area or within 6 feet of others, such as in an occupied elevator, please wear a mask.
7. Keep Calm and Wash Your Hands: Please wash and sanitize your hands frequently.
8. Be Courteous: If you are in a meeting and prefer not to wear a face mask or gloves, please ask those in attendance regarding their preferences and proceed accordingly.