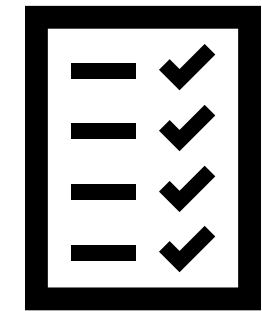


# Non-employee Sign-in Steps\*

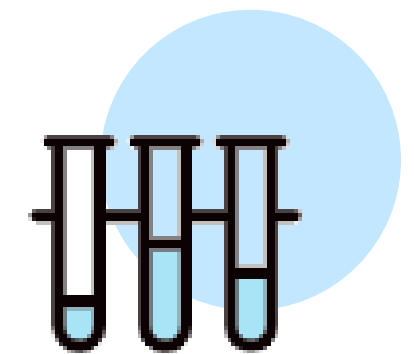
1

Complete the **active screening** at the institution



2

Show your **proof of a recent negative antigen test result** (no more than 48 hours from when you will be leaving the institution) or organization notification to an institution representative



3

Complete a **sign-in sheet** noting your

- name,
- the date,
- time of entry



**\*This does NOT apply to:**

- Members of the public completing a personal visit (active screening and regular sign-in is **still required**);
- Those performing *emergency* services, repairs, or maintenance; and
- Individuals not proceeding behind the locked door or security desk of OPS workplaces (e.g. certain courier and delivery personnel).