



Subject: HMH Policy for requesting access to enter the HMH Office at 1570 Oakland Road, San Jose CA 95131

Send completed form to your HMH contact and call (408)487-2200 to advise the front desk of your anticipated date and time of arrival. Access to the building will not be allowed without the completed form and face mask.

Name: _____

HMH Contact: _____

Date and Time of Visit: _____

I hereby declare that (please tick all appropriate boxes):

- I have not, and no one that I reside with has, travelled in the last 14 days to/from any international risk areas, as defined by the U.S. State Department travel restrictions.
- I have not, and no one that I reside with has, travelled in the last 14 days to/from New York, New Jersey, Connecticut or any other areas that have been identified as a high risk for COVID-19 by the federal government or any federal agency, including the Centers for Disease Control and Prevention.
- I have not, and no one that I reside with has, tested positive or have been tested and are awaiting the results for COVID-19 in the last 14 days.
- I have not, and no one that I reside with has, been notified in the last 14 days of the need to self-isolate due to potential exposure to COVID-19.
- I do NOT have, and no one that I reside with has, unusual respiratory symptoms, fever, cough, shortness of breath or breathing difficulties, or loss of smell or taste.

I agree to comply with the following protocols set forth by HMH according to recommendations of the CDC when entering the HMH Office:

- Practice social distancing by maintaining a minimum six-foot distance between individuals at all times.
- Wear face coverings at all times and PPE as appropriate.
- Continue to follow all CDC guidelines:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Signature

Date