

Safety Procedures and Requirements for Visiting the Credit Union

Maintaining the health, safety and welfare of each employee, member, vendor and visitor of Members Choice WV FCU is our highest priority. The following safety procedures and requirements are to protect MCWV staff and visitors from illness and to prevent business interruptions as we begin reallowing visitors to enter our credit union amid the COVID-19 pandemic. We sincerely thank you in advance for adhering to all of the rules and procedures that are in place to foster a safe environment.

Before arriving to the credit union:

- If you have or think you might have COVID-19, or have been exposed to someone who has COVID-19, we ask that you please stay home and follow the CDC's recommended guidelines for quarantine before visiting the credit union. We will be glad to assist you via telephone and through our various digital options during this time.
- If you are showing signs of a fever or illness, we ask that you stay home and recuperate, or utilize our drive-thru services if necessary. We will be glad to assist you via telephone and through our various digital options during this time.
- Please bring your own face mask or covering, and begin using it prior to entering the credit union. (A limited supply of face masks will be available upon entering the credit union – while supplies last.)

Upon entering the credit union:

- You must use a face mask or covering at all times during your visit to the credit union. Hats, sunglasses and hoods will not be permitted to be worn inside the credit union. No exceptions.
- A Members Choice WV FCU employee will use a no-contact thermometer to take your temperature. No person with a temperature of 100.4°F (38°C) or higher will be permitted into the credit union.
Please note: the thermometer used may read one degree off; e.g. a temperature of 100.4°F will read as 99.4°F.
- Each visitor will be asked to complete a COVID-19 Screening Form. Answers provided on the COVID-19 Screening Form may determine your ability to enter the credit union or not.
- No more than two persons will be permitted in the credit union lobby at one time.
- Please sanitize your hands upon entry.
- Look for and follow all posted signs, arrows and directions provided to direct you through the credit union building while also maintaining social distancing requirements.
- Maintain a minimum distance of six feet between all other visitors of the credit union, and from credit union staff when possible.

Additional Rules:

- Continue to cover your mouth when you sneeze or cough, even while utilizing a face mask or covering.
- Look for and follow all posted signs that provide direction and requirements for visiting offices and other work areas beyond the credit union lobby.
- Abide by and follow any additional rules provided by Members Choice WV FCU staff while in the credit union.