



July 10, 2020

To: All Contractors, Vendors and Business Partners of the Eleventh District

Re: COVID-19, Bank Entry and Building Protocols

At the Federal Reserve Bank of Dallas, we take the welfare of those who enter our buildings very seriously. From employees to vendors, contractors to delivery staff, the safety of everyone is always a top priority. That is especially true as the world battles the COVID-19 pandemic.

Given these unprecedented times, we wanted to detail the efforts we are taking to make the Bank a safe place to visit. In this dynamic environment, the Bank may change these protocols in the future, so please check back with us regularly for the Bank's current processes.

Entering Bank Buildings

- Bank offices have reduced on-site staff, and on-site staff are encouraged to maintain social distancing within Bank offices. Currently, only critical operations staff regularly report to Bank offices. This greatly reduces interpersonal interactions.
- All tours and public events have been postponed or canceled.
- Anyone, including employees, wishing to enter the Bank have to complete a temperature check and must be interviewed prior to gaining entry. Those who exhibit a temperature, per CDC guidance, self-report that they are experiencing COVID-19-related symptoms, or have been recently exposed to or diagnosed with the virus, or have traveled to any area that requires 14-day quarantining will not be allowed entry.
- Contractors are required to confirm that they have performed temperature checks prior to entering the Bank.
- Anyone entering the Bank must wear a cloth facing covering in common areas or when interacting with others.

Inside Bank Offices

- All Bank offices undergo enhanced cleaning using medical-grade products.
- We use contact-tracing methods to understand where employees have been inside Bank offices and with whom they've interacted.
- Hand sanitizer stations have been added to high-traffic areas and in several locations on each floor. Multiple handwashing stations are available on every floor.
- Anti-viral films have been installed on common touch surfaces such as door handles and elevator buttons.
- Elevators are limited to two passengers.
- Our cafeterias and coffee shops are closed, though a limited, modified lunch service is available.
- As a reminder, all employees and visitors per CDC guidance should follow social distance protocols, use proper sanitation by washing hands frequently and continue to wear face coverings when social distancing is difficult to maintain.

If you have further questions or concerns, please contact me directly at 214.922.5135.