



# Guidelines for Visitors at All Greensea Facilities

## Locations and Hours

Greensea facilities are open Monday – Friday, 9AM – 5PM.

All visitors are expected to schedule an appointment in advance. Drop-in visitors are unlikely to be accommodated.

Headquarters: [10 E. Main Street, Richmond, VT 05477](#)

The Creamery: [20 Jolina Court, Richmond, VT 05477](#)

Cordage Park: [10 Cordage Park Circle, Suite 222, Plymouth, MA 02360](#)

## Procedures

Upon arrival, all visitors should sign in at reception and present photo identification.

Visitors will receive a badge that must be visibly displayed at all times while on the premises. At the conclusion of the visit, all visitors should return to reception to sign out and turn in their badge.

Greensea's internet usage, data protection, and confidentiality policies temporarily cover visitors while they are on company premises. Individuals misusing Greensea's internet connection, disclosing confidential information, or taking photographs of restricted areas may be escorted out or face prosecution as appropriate.

Delivery personnel (i.e., UPS, Federal Express, Freight, etc.) will be permitted to make their deliveries to the appropriate areas without a badge or signing in, provided they do not go outside normal areas of pickup or delivery.

## Vaccination

It is Greensea's duty to provide and maintain a workplace that is free of known hazards and to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases.

In accordance with the CDC guidelines, once a vendor, customer, or other visitor has shown proof of being fully vaccinated against COVID-19 (2 weeks after their final dose) they will be permitted onsite to resume business activities as normal—masks, temperature checks, and health questionnaires will not be required.

Greensea asks all individuals to reschedule their visits if they experience any symptoms of respiratory illness.

At this time, unvaccinated visitors will not be allowed onsite at any Greensea facility.