



TCLB Property Visit Protocol COVID- 19

To protect the community and TCLB staff, TCLB will initiate protocols outlined by the Gov. Wolf's "Guidance for Businesses in the Real Estate Industry" when showing properties. TCLB protocols are outlined below and must be followed to view a property that TCLB owns.

1. Prior to scheduling a visit to a TCLB property, **review the Property Assessment Report, TCLB application process and the application.** An important part of the application process is outlining your intended improvement plan for the property, which includes addressing the items in the Property Assessment Report. A timeline for these improvements and a plan on how these improvements will be financed are a required part of the application process. **A redevelopment plan is not required prior to site visits.** Reviewing these items will help maximize your visit to the property. The Property Assessment Report for each property can be located at the bottom of the [information page](#) for the specific property.
2. In accordance with state guidelines, no more than 2 people are allowed inside the property at one time. Each individual interested in visiting the property must **fill out the highlighted portions of the Property Access Agreement** prior to scheduling a property visit, then email the completed forms to natalie@tricoglandbank.org. TCLB staff will print the Property Access Agreement for the property visit, where it will then need to be signed.
3. Once the [Property Access Agreement](#) is emailed, **please call 412-462-7600 ext 105 Monday through Friday 8am – 3pm to schedule a time to visit the property.** No visits will be scheduled until a [Property Access Agreement](#) is received.
4. **If you or someone you have been in contact with: feel sick, have a fever, and/or tested positive for COVID-19 within the past two weeks, please stay home. Site visits can always be rescheduled for a later date.**
5. **Please arrive at your scheduled time.** If you arrive more than 15 minutes late to your appointment, we may require that you reschedule your visit to ensure no overlap with other appointments.
6. **For the duration of the property visit, a mask is required to be worn at all times.**
7. Prior to entering the property you must **sign and date the printed Property Access Agreement** that will be at the entrance of the property.
8. TCLB staff will be at the property at all times during the visit, but will NOT enter the property with you. Our properties do not have electricity and rooms may be dark. **Please bring a flashlight or light source with you.** Flashlights will NOT be provided by TCLB. It is also advised to **wear closed toed footwear for safety.**
9. **Please minimize touching any surfaces inside the property.** The property will be prepared beforehand to reduce the need to have contact with surfaces. **Please bring hand sanitizer with you** for your use after you exit the property.
10. **Please maintain a minimum distance of six feet from TCLB staff during the visit.** Please limit any in person questions or conversations about the property to those that cannot be conducted over phone or email.