

Greetings,

We are resuming the use of the Hamilton Technology Center Auditorium and Conference Room to provide trainings & meetings to our federal, state, and local partners.

Safety is our highest priority. To protect everyone in our building and reduce the risk from COVID-19, we have added measures to ensure all visitors adhere to our safety protocol.

For the safety of everyone attending an event, a security guard will be posted at entrances of Hamilton Tech to take the temperature of all visitors entering the premises for training. It will be mandatory for anyone entering the building.

It is important to note, that **no records will be kept on this temperature reading**, and this procedure is being conducted solely for the purpose of the health and well-being of all staff members and visitors.

The New Jersey State Police Investigations Branch has in place restrictions and guidance as follows:

1. All visitors must check in with the Security Guard.
2. No visitors permitted at Hamilton Technology unless their temperature reads 99.6 degrees or below.
3. All visitors must wear a face mask at all times in our building.
4. Visitors must practice social distancing guidelines.
5. Maximum seated capacity is 55 for the Auditorium. All visitors must sit on labeled seats that have a sign posted "Available Seat".
6. Maximum instructor capacity is 3.
7. Maximum seating capacity for the Conference Room is 10. Please social distance accordingly.

Please send the names of all personnel attending the training to DSI_Admin@njsp.org prior to your scheduled training. If there are any questions, please let us know.

Please disseminate this information to your respective personnel if they are attending a training.