

Question	Creekview	ITC
<p><b>How do I ACCESS the building?</b></p>	<ul style="list-style-type: none"> <li>• Only access into the buildings is through the main entrances at each building.</li> <li>• Unlock the front door by swiping your badge on the key pad outlined by the red circular light.</li> <li>• Do not open other exterior doors to allow associates access into the buildings.</li> </ul>	<ul style="list-style-type: none"> <li>• Only access into the buildings is through the main entrances at each building.</li> <li>• Unlock the front door by swiping your badge on the key pad outlined by the red circular light.</li> <li>• Do not open other exterior doors to allow associates access into the buildings.</li> </ul>
<p><b>How do I get an EMPLOYEE BADGES?</b></p>	<ul style="list-style-type: none"> <li>• Effective 1/28/23, the <b>NEW</b> (EssilorLuxottica logo), Badges are needed to enter <b>Creekview</b>.</li> <li>• For a NEW updated badge partner with front desk Security in Creekview. There is a good chance your badge is ready for pick up. Or send an <b>e-mail</b>, along with the completed <b>Badge &amp; Parking Request Form</b>, in advance to Asset Protection <a href="mailto:AssetProtectiondallas@luxotticaretail.com">AssetProtectiondallas@luxotticaretail.com</a></li> <li>• <b>KEEP YOUR OLD BADGE</b> (You will need it for <i>Follow me Print</i> and to Access ITC).</li> <li>• If you are an employee visiting from another location, and you already have an EssilorLuxottica badge, e-mail Asset Protection in advance <a href="mailto:AssetProtectiondallas@luxotticaretail.com">AssetProtectiondallas@luxotticaretail.com</a> with employee name and badge number. They can add you in their system, you can then use the same badge.</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>OLD</b> badges (Essilor logo), are still needed to enter <b>ITC</b>.</li> </ul> <p>For an <b>ITC</b> badge partner with front desk Security in Creekview. Or send an e-mail to Asset Protection <a href="mailto:AssetProtectiondallas@luxotticaretail.com">AssetProtectiondallas@luxotticaretail.com</a></p> <ul style="list-style-type: none"> <li>• All badges should always be prominently displayed while in the building</li> <li>• After hour / Weekend access – notify lobby desk prior to arrival to ensure access to the building.</li> <li>• For lost badges or badges without a valid access, you will need to go to Creekview to report the issue and receive a loaner badge for the day. Return loaner badge end of day.</li> </ul>

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<p><b>What steps are required for VISITORS?</b></p>	<ul style="list-style-type: none"> <li>• All visitors must sign in at Creekview.</li> <li>• 24 hr advance notice of visitors is required.</li> <li>• E-mail Asset Protection Team w/Visitor name and date(s) in office. - <a href="mailto:Frontdesk.security@essilor.com">Frontdesk.security@essilor.com</a> - <a href="mailto:tmoss@luxotticaretail.com">tmoss@luxotticaretail.com</a></li> <li>• Upon arrival, visitors must present a valid photo ID and their name will be checked against the list of pre-registered visitors. If a name is not on the list, contact their EssilorLuxottica employee contact.</li> <li>• Visitors must sign in on the iPad at reception desk in Creekview, and select the employee they are here to see. They will receive a "Visitor" badge to wear while on campus.</li> <li>• Once registration is completed, the employee will receive an email their guest has arrived. All visitors must be greeted in the Lobby by the employee and escorted.</li> <li>• Visitors must wear "visitor" badge while in the building.</li> <li>• Visitors must always be accompanied by an EssilorLuxottica employee.</li> </ul>	<ul style="list-style-type: none"> <li>• All visitors must sign in at Creekview.</li> <li>• 24 hr advance notice of visitors is required.</li> <li>• E-mail Asset Protection Team w/Visitor name and date(s) in office. - <a href="mailto:Frontdesk.security@essilor.com">Frontdesk.security@essilor.com</a> - <a href="mailto:tmoss@luxotticaretail.com">tmoss@luxotticaretail.com</a></li> <li>• Upon arrival, visitors must present a valid photo ID and their name will be checked against the list of pre-registered visitors. If a name is not on the list, contact their EssilorLuxottica employee contact.</li> <li>• Visitors must sign in on the iPad at reception desk in Creekview, and select the employee they are here to see. They will receive a "Visitor" badge to wear while on campus.</li> <li>• Once registration is completed, the employee will receive an email their guest has arrived. All visitors must be greeted in the Lobby by the employee and escorted.</li> <li>• Visitors must wear "visitor" badge while in the building.</li> <li>• Visitors must always be accompanied by an EssilorLuxottica employee.</li> </ul>
<p><b>What is LiveSafe Communication?</b></p>	<ul style="list-style-type: none"> <li>• LiveSafe allows the company to send emergency notifications and critical safety communication through broadcast messages. (IE: The buildings are closed due to weather)</li> </ul>	<ul style="list-style-type: none"> <li>• LiveSafe allows the company to send emergency notifications and critical safety communication through broadcast messages. (IE: The buildings are closed due to weather)</li> </ul>

- Download LiveSafe as a communication tool for important safety messages.
- Live Safe QR Code is below and Pin is 4998.



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