ACP will open at 100% occupancy on January 3, 2022.

The building will be open to fully vaccinated individuals only. This includes employees, contractors, and visitors. There will be no exemptions. Proof of vaccination status will be required.

Entering ACP
- Employees will be required to use access cards to enter the building. Facilities staff and/or security guards will not open the door for employees.
- Entrance will be through the front door only.
- Temperature check will be required upon initial entrance to the building.

General Items
- Masks will be required per Prince George’s County mandate. The current mask mandate is extended through January 23, 2022.
- Use of hand sanitizer is encouraged.
- Visitors entering ACP must provide proof of full vaccination and a photo ID.
- Restrictions related to social distancing (elevators, restrooms, stairwells, etc.) will remain in place.
- The fitness center will be open Monday-Friday from 7am-7pm. Masks must be worn while in the fitness center and locker rooms.
- Staff should conduct a self-health screening prior to coming to ACP. Items to consider include:
  1. Have you tested positive for COVID-19 (breakthrough infection)? If so, inform your Human Resources department immediately.
  2. Have you been near someone who tested positive for COVID-19?
  3. Do you have any COVID-19 related symptoms (e.g., coughing, fever, sore throat, shortness of breath)?
  4. If you answer yes to any of these questions, please do not come to ACP.

Pantries
- Reusable items will be stocked in the pantries and dishwashers will be run as needed.
- Disposable items other than paper towels and napkins will not be stocked in pantries.
- Water will be reconnected in refrigerators and water and ice will be available.
- Refrigerators, microwaves, and toaster ovens will be available.
- Water and coffee machines will not be reinstalled.

Mail
- Mail stations in elevator lobbies will be dismantled. Mail will be distributed to designated areas provided by the societies.
- A signature will not be required for package delivery.
- Mail tubs will remain in elevator lobbies for outgoing mail.

Meetings
- Capacity limits in conference rooms will be lifted.
- Meetings with external guests will be allowed. Guests will be required to provide proof of full vaccination and a photo ID.
ACP 2022 Occupancy Procedures

Contractors

• Societies must instruct their contractors of the ACP policy that only fully vaccinated contractors may enter the building. A sample letter can be found at www.acp.org under Information for Staff.
• Societies must inform Facilities of their respective contractors and vendors to whom the letters/notice has been sent.

Visitors

• Societies who schedule meetings to be held in ACP must send their attendees the ACP policy and advanced notice that that visitor attendees must present proof of full vaccination and a photo ID by presenting their vaccination card, or a picture of their vaccination card on their smart phone.
• All visitors/meeting attendees will be screened for proof of full vaccination before entering ACP.
• Visitors who do not show proof of vaccination before entering the building will not be allowed to enter.
• The Niels Bohr Library must inform potential visitors that they must show proof of full vaccination (either the card or a picture of the card on their smart phone) and a photo ID to be allowed entrance to the building.