December 1, 2021

To Whom It May Concern:

This letter is to inform you that effective January 3, 2022, the American Center for Physics (ACP) will be open at 100% occupancy. In order to do so, we are taking the necessary precautions to meet our obligations to protect the health and safety of our employees, staff, and all third-party vendors, property management staff, and other workers from the continuing threat of COVID-19. As a part of that effort, we are requiring that anyone entering ACP provide proof that they are fully vaccinated (under the definition provided by the Centers for Disease Control and Prevention (CDC)).

As a result of our policy, we are asking you, prior to sending any staff to our facility to verify with us that such workers are fully vaccinated. If you are unable to verify full vaccination status of the employees/workers you are sending to our facility for any reason, that you refrain from sending any workers not fully vaccinated to ACP to perform services. We also request that you notify your workers that if they arrive to ACP, they will be consenting to presenting reception, security, or another appropriate ACP representative with their valid proof of vaccination if we have not confirmed with you in advance that they are fully vaccinated.

We also ask that you ensure your workforce is aware of the applicable COVID-19 policies and procedures at ACP before entering, including and without limitation: social distancing, sanitization, screening, cleaning supplies, contact tracing, and other measures. We are encouraging everyone to wear masks while in communal areas like lobbies and restrooms with others. In many cities this is required by local mandates; ACP will have procedures and signage reflecting local requirements available on-site.

Finally, going forward we ask that you please immediately inform (Society’s contact name) if any of your workers (not by name) that entered our building tests positive for COVID-19, had been in contact with someone who tested positive for COVID-19, or is self-quarantining/isolating due to experiencing symptoms associated with COVID-19.

If you have any questions about our requirement, policies, or procedures related to COVID-19 health and safety, please do not hesitate to contact Angela Wright at awright@aip.org.

Sincerely,

(Society’s contact name & contact information)