Summary of ACP 2022 Occupancy
Policies and Procedures

1. Effective January 3, 2022, all persons entering ACP must be fully vaccinated.

2. Proof of vaccination and a photo ID is required for visitors. This includes meeting attendees, visitors to the Niels Bohr Library, contractors, and vendors.

3. Employees are required to use access cards to enter the building. Facilities staff and/or security guards will not open the door for employees. Entrance is through the front door only.

4. A temperature check is required upon initial entrance to the building. Employees should conduct a self-health screening prior to coming to ACP. Items to consider include:
   - Have you tested positive for COVID-19 (breakthrough infection)? If so, inform your Human Resources department immediately.
   - Do you have any COVID-19 related symptoms (e.g., coughing, fever, sore throat, shortness of breath)?
   - If you answer yes to any of these questions, please do not come to ACP.
   - For more information on CDC guidance please follow the links below:
     - Symptoms of COVID-19
     - Quarantine and Isolation Guidance

5. Masks must be worn in common areas and at workstations. Masks are not required in offices. Doors are to be kept closed.

6. Restrictions related to social distancing (elevators, restrooms, stairwells etc.,) remain in place.

7. The Fitness Center is open Monday-Friday from 7am-7pm. Wearing masks is encouraged while in the Fitness Center and locker rooms. Masks are not required if users are comfortable without masks and others agree. If an individual expresses preference for masks to be worn, all users must wear masks.

8. Water/ice is available in pantry refrigerators. Microwaves, refrigerators, and toaster ovens are available for use. Water and coffee machines will not be reinstalled. A beverage service is available in the cafeteria.

9. Designated mail/package areas are located on each floor. Outgoing mail tubs are in elevator lobbies. The last mail pick-up is 3:00pm.

10. Capacity limits have been lifted and conference rooms are available for use. Meetings with external guests are allowed. All meeting attendees must provide proof of full vaccination before entering ACP. Masks are not required if attendees are comfortable without masks and others agree. If an individual expresses preference for masks to be worn, all attendees must wear masks.