

IMLS Office Access Process

(as of 08/22/2022)

IMLS's primary goal is protecting the health and safety of all employees, as well as onsite contractors, conference or meeting attendees, and any visitors entering the IMLS Office Space. IMLS has a simple process for office access.

- Everyone must review and comply with the **Pre-Entry Self-Initiated Assessment Checklist** prior to entering the IMLS office.
- All visitors to the IMLS office must complete the *Visitor Sign-in Log* which is at the front desk of the IMLS lobby.

Pre-Entry Self-Initiated Assessment Checklist

Everyone shall undertake the following assessments and applicable action steps *every day prior to entering IMLS Office Space*:

- 1) COVID-19 Symptoms Check,
- 2) COVID-19 Close Contact Check, and
- 3) COVID-19 Community Level Check.

1) **COVID-19 Symptoms Check.** Please assess:

- Do you have any of the following [COVID symptoms](#)?
 - Fever or Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Muscle pain or body aches
 - New loss of taste or smell
 - Congestion or runny nose
 - Fatigue
 - Headache
 - Sore throat
 - Nausea or vomiting
 - Diarrhea

If yes,

- Do not attempt to enter the IMLS Office Space.
- Alert your supervisor if you were expected to report in-person to the Office for work.
- Follow CDC-recommended guidance to [isolate immediately](#) and immediately [get tested in accordance with CDC guidance on choosing a test](#).
- Do not return to the Office until you [meet the criteria to discontinue home isolation](#).

2) **COVID-19 Close Contact Check.** Please assess:

- Have you been exposed to COVID-19? If yes, notify your supervisor and follow the [CDC Guidance on what to do if exposed, as well as](#) CDC's recommended precautions in accordance with the [CDC Quarantine and Isolation Calculator](#). In summary, please take the following precautions:
 - Wear a high-quality mask or respirator (such as an N95) any time you are in the IMLS Office Space.
 - Watch for symptom for 10 full days after exposure (For purposes of calculating the 10 full days, day 0 is the day of their last exposure to someone with COVID-19, and day 1 is the first full day after their last exposure);

IMLS Office Access Process

(as of 08/22/2022)

- Get tested at least 5 full days (ideally, on or after day 6) after their last exposure;
- Take additional post-exposure precautions if you will be around people who you know [are more likely to get very sick from COVID-19](#).

3) **COVID-19 Community Level Check.** Please comply as appropriate:

- If the CDC COVID-19 Community Level is HIGH for Washington D.C. wear a high-quality mask or respirator when in the IMLS Office Space regardless of vaccination status. High quality masks will be available in the IMLS lobby.

The **Pre-Entry Self-Initiated Assessment Checklist** is also posted:

- On the IMLS.gov Website
- On the IMLS Intranet (the Hub)
- At the entrance of the IMLS Office Space.

The **Pre-Entry Self-Initiated Assessment Checklist** complies with the most recent CDC and Safer Federal Workforce Taskforce guidelines. Should these guidelines be updated, the necessary corresponding changes shall be made to this Office Access Process. IMLS will communicate all such guidelines via email, post changes on the IMLS Website, the intranet, and provide staff updates during various meetings.

***Please consult the IMLS COVID-19 Workplace Safety Plan and the CDC COVID-19 website for additional protocols addressing specific situations pertaining to individuals either exposed to COVID-19 or testing positive for COVID-19.

If you are hosting visitors, you may provide them with information in advance of their arrival. The following is a sample email for Visitors to the IMLS Office.

To: All Visitors
Subject: Accessing the IMLS Office Space

This email provides instructions and required protocols for you to review in advance of any visit to the IMLS Office Space located at 955 L'Enfant Plaza North, SW, Suite 4000.

For each day you visit the IMLS Office Space, you will be required to:

- Review and comply with the **Pre-Entry Self-Initiated Assessment Checklist** prior to entering the IMLS office. The checklist can be found here on the IMLS.gov website under "About -> Visit Us" and is posted at the entrance door.

If you are unable to comply with these requirements, please make other arrangements. Don't hesitate to contact me with any questions you may have in preparation for your IMLS visit.

Regards,
(IMLS Employee Name)

IMLS Office Access Process

(as of 08/22/2022)

ADDITIONAL PLANNING INFORMATION [OPTIONAL]

Your Trip to the IMLS Office:

- Please comply with all public and building COVID-19 health safety practices while in route to the office.
- Please enter the building at the entrance on D Street; the door on the plaza level (behind the Spy Museum) may not be open. Please note that while there is an attendant on duty at the ground level “front” door to 955 on the Spy Museum side of building, they are sometimes attending to other matters and may not be available to open the door.
- Public transportation: If you choose to take Metro, you should use either the D Street entrance to 955 or walk through the mall to take the elevators directly to the fourth floor. You can also enter the complex through the glass pavilion behind the Spy Museum and walk through the mall.
- Uber: If you choose to take Uber, make sure to enter at the D Street entrance, not on the Spy Museum side of the building.
- Parking: There may be street parking available. If you choose to park in the underground lot on D Street, keep to the left after entering the parking lot; although there is no sign for 955, that is our entrance. If you do go up to street level through 470 or 490, remember to enter 955 either in the glass pavilion or on D Street. You should also be aware that the doors 470 or 490 may be locked when you head back to your car.