

## PROTOCOLS FOR MEETINGS AT ACLI

### GUIDELINES FOR STAFF AND GUESTS AT ACLI HEADQUARTERS

ACLI is continuing to monitor the situation related to [Coronavirus \(COVID-19\)](#) to ensure the health and safety of staff and visitors attending meetings at ACLI headquarters. Currently, ACLI is following CDC guidance as well as state and local guidelines for in-person meetings.

For more information on the CDC's public health recommendations, please visit here: [The Centers for Disease Control and Prevention \(CDC\)](#).

For more information on the District of Columbia's COVID-19 Health Guidelines, please visit here: [DC Health Guidance](#).

GUIDELINES FOR STAFF AND GUESTS AT ACLI HEADQUARTERS ARE AS FOLLOWS\*:

- **Face Coverings/Masks\***  
All persons who enter 101 Constitution, including ACLI offices, are required to don a mask or face covering and adhere to the mask requirements contained in the [Mayor's Order](#).
- **Proof of Vaccination**  
All staff/guests are required to provide proof of vaccination status or evidence of a negative COVID test taken within 72 hours prior to entering ACLI's offices.  
*ACLI Staff:* Staff will submit their information to ACLI's HR staff.  
*Guests:* Guests will use the LiveSafe app to provide proof of vaccination or evidence of a negative COVID test taken within 72 hours prior to entering ACLI's offices.
- **Social Distancing:** Staff/guests *who are not fully vaccinated* should practice social distancing while indoors.
- **Travel:** Staff members must be vaccinated to go on any business travel on behalf of ACLI.
- All staff/guests are advised to stay home if you are feeling unwell.

*\* These guidelines may change from time to time as conditions change.*

#### NOTIFICATIONS:

In the event a staff member/guest tests positive, ACLI will notify all staff/guests for whom contact information is available. ACLI will also notify the building management of 101 Constitution who may initiate contact tracing.

### 101 CONSTITUTION BUILDING GUIDELINES FOR ACLI STAFF

- ACLI staff should utilize their Kastle fobs to unlock the lobby turnstiles and access the elevators.

### 101 CONSTITUTION BUILDING GUIDELINES FOR ACLI GUESTS

- Guests are required to present a photo ID at the front desk of the building lobby.
- After you have presented your photo ID, you will be presented a name badge with a QR code. Please scan this QR code to unlock the turnstiles as well as the elevator the 7<sup>th</sup> floor for ACLI.  
*NOTE: The QR code is only valid for 90 seconds.* If you miss the 90-second window, or enter and exit the turnstiles, you will need to check in at the front desk to obtain a new name badge.

## ACLI CHECKLIST FOR ALL VISITORS/GUESTS

ACLI is committed to the safety of our visitors, our team, and our communities. *As of January 1, 2022, ACLI requires employees and external guests to be fully vaccinated or submit evidence of a negative COVID test taken within 72 hours prior to entering ACLI's offices.*

ACLI utilizes the LiveSafe mobile app for guests to provide proof of vaccination or evidence of a negative COVID test taken within 72 hours prior to entering ACLI's offices. A link to the app will be provided to attendees along with the meeting invite.

In preparation for your visit, please note the following:

- You must RSVP for the meeting.
- Masks are required for all individuals, regardless of vaccination status. Staff and guests must wear a mask while in ACLI space unless in an office alone with the door closed or actively eating/drinking.
- Please adhere to posted signage within the building.
- Upon arrival to 101 Constitution, guests are required to present a photo ID at the front desk of the building lobby.
- After you have presented your photo ID, you will be given a name badge with a QR code. Please scan this QR code to unlock the turnstiles, as well as the elevator, for the 7th floor for ACLI.
- **NOTE: The QR code is only valid for 90 seconds.** If you miss the 90 second window, or enter and exit the turnstiles, you will need to check in at the front desk to obtain a new name badge.
- Once you are at ACLI, please present your LiveSafe mobile app for proof of vaccination or evidence of a negative COVID test taken within 72 hours prior to entering ACLI's offices.