

# Special Announcement 20-05

## Expanded Building Access for Non-Teleworking Employees (3/16/2020)

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This special announcement conveys Library policy for expanded building access hours for employees who are not teleworking. The goal is to allow employees to adjust their regular work schedules to accommodate family caretaking responsibilities and to increase social distancing during their commuting and working periods.

### 1. Hours for Staff Access

Library Capitol Hill facilities under USCP jurisdiction (Jefferson, Adams, Madison) will be open to employees during the following hours:

Monday through Friday	6:30 a.m. to 9:30 p.m.
Saturday	8 a.m. to 5 p.m.
Sunday	closed

Operating hours at the Packard Campus for Audiovisual Conservation, NLS at the Taylor Street annex, and the Library's three offsite storage facilities (Landover Annex, Cabin Branch and Ft. Meade) remain unchanged.

### 2. Entrances

The hours of operation for building doors will remain the same, with the exception of the closure of Madison Building's 1st Street entrance and the Jefferson Building's West Main Door.

### 3. Administration of Expanded Schedules

Supervisors will work with employees to ensure that there is adequate supervisory guidance for their expanded work hours. For safety purposes, supervisors and employees shall ensure that employees who are working outside of regular hours (after 6 p.m. on weekdays and during Saturday hours) are not working in isolation, are not operating heavy machinery or performing other physically risky tasks, and are signed in at a central location so that they can be readily contacted in an emergency.

### 4. Effective Date

This policy is effective Monday, March 16, 2020 and remains in effect until modified or canceled.