



Guidelines for SHRM HQ Visitors

Starting on Tuesday, August 3, 2021, the following requirements will be in place for external visitors to SHRM’s headquarters in Alexandria, VA:

Visitor Duration	Visitor Requirements
15 minutes or less per visit	<ol style="list-style-type: none"> 1) Wear a mask at all times while on SHRM’s premises; and 2) Limit movements to the Ground floors of Losey and/or Carlyle
Over 15 minutes per visit but will be onsite fewer than 3 consecutive business days	<ol style="list-style-type: none"> 1) Sign SHRM’s Visitor Attestation; and 2) Adhere to SHRM’s N95 mask requirement if not fully vaccinated
Over 15 minutes per visit for 3 or more consecutive business days	<ol style="list-style-type: none"> 1) Sign SHRM’s Visitor Attestation; 2) Adhere to SHRM’s N95 mask requirement if not fully vaccinated; and 3) If not fully vaccinated, complete SHRM’s Visitor COVID-19 Testing form and email copy of test results to covidtest@shrm.org

- Employees that will have visitors coming to SHRM’s headquarters must share these requirements and the Visitor Attestation with their guests prior to their arrival. No visitor that will be at SHRM more than 15 minutes per visit will be permitted onsite without signing the Visitor Attestation and adhering to any relevant requirements associated with their visit.
- Visitors to SHRM that will be required to wear a N95 mask are responsible for procuring and bringing their own mask. Masks will not be provided to guests that do not bring their N95.
- For visitors that are on site for 15 or more minutes per visit for 3 or more consecutive business days, [the Visitor testing result form](#) must be completed online and the test results emailed to covidtest@shrm.org no later than 5 PM ET on the day prior to their initial visit to SHRM. Forms will be reviewed by SHRM’s HR Department and the visitor must receive a clearance from HR prior to being admitted onto SHRM’s premises.



- Each visitor should always be escorted by the employee/team inviting them to SHRM's offices.
- Any visitor that is onsite and develops symptoms that cannot be attributed to another health condition will be required to immediately depart SHRM's premises and remain offsite until symptoms improve and they have a negative COVID-19 result from a molecular lab test.
- No exception to these requirements will be made without the prior written approval of SHRM's Chief Human Resources Officer or SHRM's Chief of Staff.

Questions about these Guidelines should be directed to [Human Resources](#) and [Administrative Services](#).