

Scenario	Purpose	Destination	Person/Entity Being Met/Screening Procedure	Guard Action
1) Business Visitors	Conduct official NIH business	Specific building	Guard must contact NIH host by phone to verify	Verify by calling NIH host Allow entry upon confirmation
2) Personal Visitors	Visit a friend or colleague			
3) New NIH Staff	Obtain Badge	Specific Building	Guard must confirm appointment by viewing the individual's appointment notification	Allow entry if information is confirmed
4) Existing NIH Staff	Come to Work		Visitor must be found in Global Access List	
5) Patient Visitors arriving at Gateway or Commercial Vehicle Inspection Facility (CVIF)	Visit a Patient	Building 10 / CRC	Guard will verify the patient's name with West Drive guard staff	Verify patient's name by calling CC Admissions at 301-496-3315 Allow entry upon confirmation
6) Food Delivery / Door Dash / Amazon	Food delivery	Specific building	Person's name and phone number	Allow entry after confirming with NIH POC
7) Construction Workers (non-badged)	Construction Project	Specific Building	Visitor must provide NIH foreman's name	Allow entry
8) Office Supply vendors*	Delivery of requested materials must be in a clearly marked company vehicle.	Specific building	Name of NIH POC	Allow entry to commercial vehicles with company documentation *No cold calls or drop in visits permitted
9) Flower /candy Delivery*			Person's name and phone number	
10) Uber /Lyft Drivers*	Transport an individual to NIH	Specific building	West Drive staff will follow normal patient protocol Gateway/CVIF passenger must be dropped off and processed as a daily visitor	Do not allow entry *Claiming to have a patient – Direct patients to West Drive for normal screening protocol
11) The Children's Inn (TCI) volunteers	Provide dinners to families at TCI	TCI	Must identify that they are dropping off dinners at TCI	Allow entry
12) Neighbors	Traverse campus	The other side of campus	Advised that the campus is restricting daily visitors due to COVID	Allow entry
13) Gardeners (volunteers)	Maintain gardens outside of National Library of Medicine (NLM)	NLM	Must identify they are gardening at NLM	Allow entry
* 14) Library Researchers	Conducting research at NLM	NLM	*At this time these venues are closed until further notice.	Do NOT allow entry
* 15) FAES students / teachers	Attending/teaching classes	Specific building		
* 16) Seminar / Conference attendees	Seminar or conference			
* 17) Public Lecture attendees	Public Lecture			
* 18) Music Event attendees	Music Event			