

# FEMA WINCHESTER ONBOARDING

## New Hire Winchester Onboarding Instructions

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### Onboarding During COVID-19

You are joining FEMA during unprecedented times due to COVID-19. Because of this, FEMA continues to monitor and follow the Centers for Disease Control and Prevention (CDC) guidance. To mitigate the spread of COVID-19, the CDC is encouraging organizations to promote social distancing and therefore, we are conducting onboarding sessions by appointment only. You will receive an email one week prior to your start date indicating your appointment time, reporting details, and additional guidance.

Your reporting address is 430 Market Street, Winchester, VA 22603. There are two entrances to the facility and which entrance you use depends on if you have an identification card from FEMA. If you have a FEMA identification card please use the main entrance. The main entrance is in the Rutherford Crossing shopping plaza with Target and Lowe's. If you do not have a FEMA identification card you will need to use the cargo entrance. If you use Google maps for the Market Street address it will guide you to the cargo entrance. The onboarding activities are scheduled for approximately 2.5 hours, but please come prepared to spend more time if required. You may bring food or medication if needed.

When you arrive at the FEMA Winchester address you will need to proceed through two security checkpoints. The security checkpoint will take approximately 15 minutes. Please take this into consideration when traveling in. The first security checkpoint is prior to entering the FEMA parking lot. You will need to show a valid driver's license to the guard at the gate and they will perform a security check of your vehicle. When the guard completes this process, please park and walk to the building. At the building you will go through the second security check point and complete the visitor's log. The Onboarding Team or the FEMA Security staff will be available to escort you to the training room. If you depart the building or parking lot you will need to complete this security check again.

FEMA will conduct no-contact temperature screening for everyone entering a FEMA facility. Individuals who are cleared will be allowed entry to the building. Individuals who are exhibiting signs of a fever (temperature of 100.4 or above) will not be permitted entry. If you feel unwell, please contact your hiring manager and your Human Resources (HR) Specialist for additional guidance as soon as possible.

Furthermore, we recommend that you print the FEMA Freedom of Movement Memorandum that we provided, your offer letter, and keep it with you as you travel to Onboarding.

### Points of Contact

You have several Points of Contact you may use prior to your first day. You may reach out to your HR Specialist, your new supervisor, your sponsor, or the [FEMA-Onboarding@fema.dhs.gov](mailto:FEMA-Onboarding@fema.dhs.gov) email box. Please keep us informed if you are delayed or become unable to attend on your first day as soon as possible. We will work with you to see how we can accommodate your situation or concern.

Welcome again to FEMA and we look forward to seeing you on your first day.



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