

# A Candidate's Guide to an Onsite Visit

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## **WELCOME!**

Our recruiting team is pleased to provide you with the information below to help prepare you for your upcoming visit to our headquarters. We look forward to meeting you soon!

## **GETTING TO CZI**

Our headquarters is located at [1180 Main Street](#) in Redwood City, California. Please be sure to enter the address as listed above, instead of searching Chan Zuckerberg Initiative if using a GPS, as we have multiple buildings in Redwood City, CA.

## **PARKING**

<p><b>Jefferson Ave Garage</b> 830 Jefferson Ave First 1.5 hours is free \$.25 per hour after that until 6pm <a href="#">Get Directions &gt;</a></p>	<p><b>Street Parking</b> 1180 Main St Free before 10am PT \$1.00/hours after that <a href="#">Get Directions &gt;</a></p>
<p><b>Library Parking</b> 341 Pennsylvania Ave \$1 per hour (10:00am - 6:00pm) <a href="#">Get Directions &gt;</a></p>	<p><b>Winslow St Open Parking Lot</b> 1017 Middlefield Rd Free before 10am PT \$1 per hour <a href="#">Get Directions &gt;</a></p>

*If you have questions about your parking options, please reach out to your Recruiting Operations & Experience Specialist.*

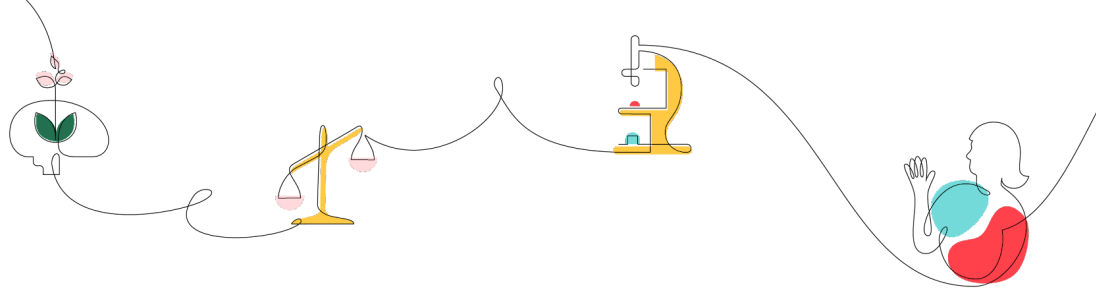
## **PUBLIC TRANSPORTATION**

Our CZI office is within walking distance from the [Redwood City CalTrain station](#).

## **BIKING**

Visitors are welcome to park their bikes outdoors in public bike parking adjacent to the CZI office.

## **CHECK-IN**



For the safety of our employees and visitors, all visitors entering a CZI facility must be in compliance with CZI's Vaccination Policy, which requires visitors to be up to date with their COVID-19 vaccination or take a COVID-19 rapid antigen test onsite. Up to date with COVID-19 vaccination means receiving all recommended doses of the primary vaccination series and one vaccine booster dose when eligible as recommended by the CDC.

The following methods may be used to determine vaccination status of visitors.

- An original, a copy, or a picture of your CDC or WHO vaccination card
- Documentation from a healthcare provider
- Personal digital COVID-19 vaccine record issued by the State of California

This health information will not be collected or stored by CZI. Proof of vaccination will be cross-checked with a visitor's photo ID.

If an exception is needed, onsite COVID-19 testing will be provided. Onsite testing consists of a self administered rapid antigen test monitored by CZI, which takes approximately 15 minutes.

- If visiting more than one day, a negative test result will be required for each day.
- Upon each completed negative COVID test, the visitor will receive clearance from CZI and a name tag to enter.

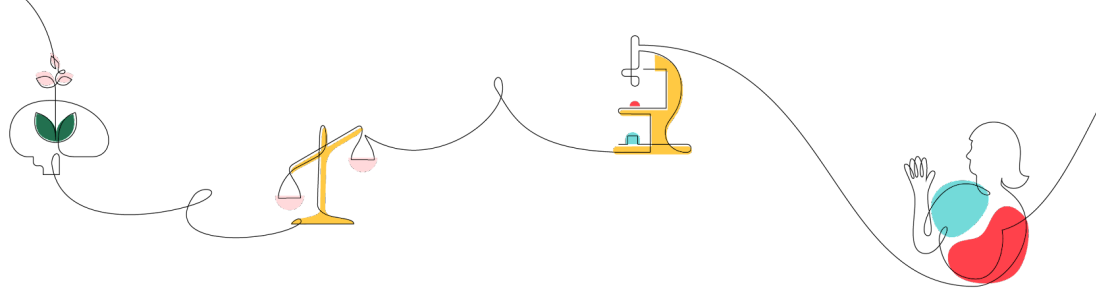
Prior to your visit onsite, your Recruiting Operations and Experience Specialist will enter you into Envoy as a visitor to our office on the day of your onsite interviews. You will receive a notification by email and be prompted to register and begin uploading your proof of vaccination prior to your visit. If you do not upload proof of vaccination prior, you can show proof of vaccination during your check-in process at CZI.

Once you have showed proof of vaccination or received a negative test result onsite, CZI requires all visitors to complete daily health screenings before entering a CZI facility. Each visitor must respond truthfully to the daily screening questions.

Following the health screen, you will be provided with a visitor badge and your Recruiting Operations and Experience Specialist will meet you in the reception lobby to take you on a brief tour before your first interview.

### **COVID-19 VISITOR POLICY**

The safety of our employees and visitors is the utmost priority. To ensure everyone's safety, we have implemented the following visitor policies:



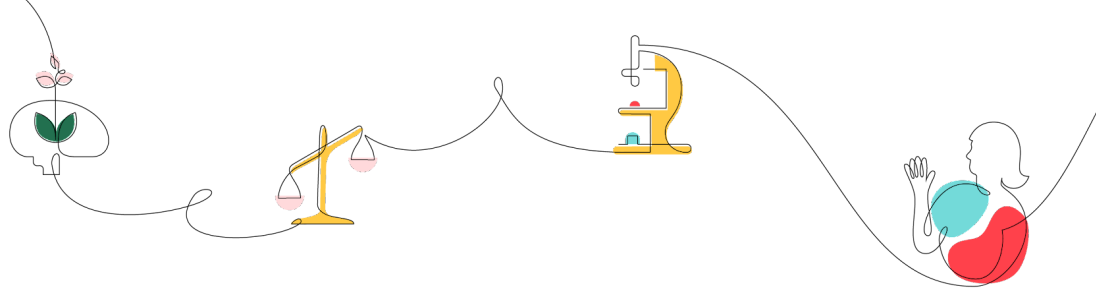
- All visitors entering a CZI facility or event must be in compliance with CZI's Vaccination Policy, which requires Visitors to be up to date with their COVID-19 vaccination or take a COVID-19 rapid antigen test onsite. This process is outlined [above](#).
- All visitors complete daily health screenings before entering a CZI facility or event. Each person must respond truthfully to the daily screening questions. This process is outlined [above](#).
- All visitors are required to be in compliance with CZI policy on masking that is in effect while they are onsite. This may require wearing an N95 or KN95 mask when in a CZI facility with others and when in common areas, such as hallways, stairways, restrooms, and elevators. Any mask policy will be communicated upon check in at Reception, and masks provided if needed.
- Visitors who have traveled internationally within 7 days before coming to a CZI facility or event must show proof of a negative COVID-19 test (PCR or antigen) taken 3-5 days after their arrival in the US, or test onsite before entering. If it has not been 5 days since arriving in the US, proof of up to date vaccination status is also required before entering.
- If a visitor develops symptoms or tests positive for COVID-19 and has been in a CZI facility within the past 14 days, the visitor should contact [COVSafetyTeam@chanzuckerberg.com](mailto:COVSafetyTeam@chanzuckerberg.com) so that CZI can take appropriate steps to keep the facility safe, which may include, for example, cleaning, disinfecting, and contact tracing. The visitor will not be permitted to return to any CZI facilities or events until their symptoms have improved, and enough time has passed since they started to have symptoms and last had a fever (or if they never developed symptoms, enough time has passed since the date of the positive COVID-19 test as required by applicable health guidance).
- If a visitor may have been exposed to COVID-19 while onsite, they will be notified of potential exposure.

## **TRAVEL**

If you need travel accommodations to visit our office, please inform your Recruiter or Recruiting Operations & Experience Specialist. We work with TripActions to manage all flight bookings, and travel can be booked through their online platform, from their mobile app or through an agent. If you've indicated that you'll be requiring airfare, you will be sent an email from TripActions which will prompt you to fill out your profile and make your flight arrangements.

## **ACCOMMODATIONS**

CZI provides reasonable accommodations for persons with disabilities. If you need any accommodations during the hiring process, please do let your Recruiter or Recruiting Operations & Experience Specialist know, so we can make arrangements in advance of your interview.



**ATTIRE**

We are a casual office so feel free to wear whatever you're most comfortable in!

***We want to help each person bring the best version of themselves to the interview table, so let us know what we can do to help you shine!***