



## **IMPORTANT INFORMATION FOR NEW EMPLOYEE ORIENTATION**

**Please refer to your offer letter for the specific date and time of your orientation session and read the information below carefully prior to attending. Thank you and we look forward to seeing you there!**

### **New Employee Orientation Location**

New Employee Orientation is held at 1620 Tremont Street (One Brigham Circle, Floor 4, Room 4-002B), Boston, MA 02120 across from the hospital (15 Francis Street), and next to Stop and Shop. Enter 1620 Tremont Street and continue through double doors labeled "Partners" and check-in at the Security Desk.

### **Check-in for New Employee Orientation**

Failure to provide proof of health clearance (see below under "What to bring") or late arrival will result in the rescheduling of your orientation and will delay your start date at least one week. If you do not have your occupational health clearance form prior to your Orientation date, please plan to pick this up prior to checking in at Orientation as you will not be admitted without this form.

### **Dress Code**

Business casual is recommended for orientation. Please consult with your manager for specific dress code for your department and any additional orientations you may have during your first week.

### **What to Bring on Your First Day**

- **Unexpired Documents for I-9 Verification Purpose** - All employees must present proof of authorization to work by the date employment begins (first day of work). Please refer to the **List of Acceptable Documents** on the next page.
- **Medical Clearance Form from Occupational Health** – You will receive two copies of this form: one to show and orientation when you check in, and another to give to your manager when you report to your department. *If you do not have this form in hand on your start date, you will need to get it from Occupational Health prior to reporting for orientation as we are unable to admit you without this information.*
- **Direct Deposit Information** – To complete enrollment in direct deposit at orientation, you will need to know your account number and the bank's routing number. It is recommended that you either bring a voided check or access your online banking to obtain this information.

### **Parking Information**

*No validated parking is available. As such, we strongly encourage the use of Public Transportation whenever possible.* Please refer to the Public Transportation and Parking Options information enclosed.

### **Food Options**

Food is allowed in the room, and there are several options for breakfast and coffee in proximity to One Brigham Circle. Here are a few recommendations:

- **Dunkin' Donuts** – 1631 Tremont Street, Boston, MA 02120
- **J.P. Licks** – 1618 Tremont Street, Boston, MA 02120
- **Green T Coffee Shop** – 754 Huntington Avenue, Boston, MA 02115

We will also recommend several lunch options for you to explore on the day of orientation. Finally, if you would like to bring your own food with you, there is a kitchenette with a fridge and microwave just down the hall.



OCCUPATIONAL HEALTH SERVICES

Neville House Clinic  
10 Vining Street  
Boston, MA 02115  
tel. 617-732-6034  
fax 617-975-0808

**Occupational Health Services**  
**Pre-Placement Screenings**

Congratulations on your recent offer of employment with Brigham and Women's Hospital (BWH)! BWH requires each new hire to complete a health screening through our Occupational Health Services (OHS) Department before your New Employee Orientation. Your recruiter will schedule this appointment for you either at the BWH OHS or Faulkner OHS.

For your pre-placement health screening, you are required to send in written documentation of all your vaccinations for:

- measles, mumps, rubella (German measles), varicella (chicken pox), hepatitis B, tetanus, influenza
- documentation of laboratory blood tests are acceptable for measles, mumps, rubella, varicella
- tuberculosis (TB) screening

**Please email/scan your documentation to [BWHOHS@partners.org](mailto:BWHOHS@partners.org) or fax 617-975-0808**  
**(Subject: New Hire paperwork)**

If you are not able to send this written documentation to OHS, your start date may be delayed. You will not receive your OHS clearance to start your job until you have completed the health screening requirements.

Your vaccine/immunizations record or lab results of immunity may be located at:

- Your Primary Care office
- Your School Health office
- Your former Employee Health or Occupational Health office
- Massachusetts Immunization Information System (MIIS)

**Forms to send to OHS:**

1. **Health Screening** signed by your health care provider and sent to OHS. A copy of your electronic vaccine record may also be used.

BWH Occupational Health is located in the Neville House, 1<sup>st</sup> floor, 10 Vining Street, Boston, MA 02115. The Neville House is adjacent to the Mission Hill Parking Garage. **Please bring a picture ID for this screening.**

Faulkner Hospital Occupational Health is located 1153 Centre Street, 7<sup>th</sup> floor, Boston, MA

02130. **Please call Occupational Health Service at 617-732-6034 with any questions.**

Follow BWH on **LinkedIn**

[www.brighamandwomens.org/careers](http://www.brighamandwomens.org/careers)



## **PUBLIC TRANSPORTATION AND PARKING OPTIONS**

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### **Public Transportation | Massachusetts Bay Transportation Authority (MBTA)**

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- **Subway**
  - “E” Line - Final destination: Heath Street | **Stop:** Brigham Circle
  - “D” Line - Final destination: Riverside | **Stop:** Longwood (Follow Longwood Ave. to Huntington Ave. Take a right onto Huntington Ave. One Brigham Circle is approximately 5 minutes away.)
- **Bus**
  - No. 66 - Harvard Square to Dudley Station, via Allston and Brookline Village | **Stop:** Brigham Circle
  - No. 39 - Forest Hills Station to Back Bay Station via Huntington Avenue | **Stop:** Brigham Circle
  - No. 8 - Kenmore Station | **Stop:** Longwood Avenue (first stop)
  - No. CT2 - Sullivan Station to Ruggles Station via Kendall/MIT & Longwood Medical and Academic Area | **Stop:** The corner of Longwood and Huntington Avenues
  - No. CT3 - Beth Israel Hospital to Andrew Station via B.U. Medical Center/BCH | **Stop:** The corner of Avenue Louis Pasteur and Longwood Avenue

Additional details may be located on the MBTA website – <http://www.mbt.com>

### **Parking | *Note: we are unable to validate parking for employees at New Employee Orientation.***

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- **Street Parking**

Street parking in the area around the main campus of Brigham & Women’s Hospital is almost completely “Resident Only” as a result, without a resident sticker you may be unable to find street parking.

Meter parking options may be available on Tremont Street or Huntington Avenue. Please **DO NOT plan to park in the Stop & Shop parking lot** as cars are frequently towed for failure to abide by the 90 minute limit signs posted in the lot.

**Please be aware of any time limits, as breaks during the day will not allow enough time to move vehicles.**
- **Calumet Street Parking Lot**

Calumet Street Parking Lot is located next to One Brigham Circle. Enter via Calumet Street (across from Stop and Shop), and the parking lot is located behind The Mission Bar and Grill on your right. Upon leaving the parking lot, take a left, and then turn right by Citizen’s Bank. Entrance to One Brigham Circle, on 1620 Tremont Street, is directly ahead. Enter through the double doors labeled “Partners” and check in at the Security desk.
- **Huntington Avenue Parking Lot**

Huntington Avenue Parking Lot is located on the corner of Huntington Avenue and Wigglesworth Street.
- **Mass Eye and Ear Parking Garage**

The Mass. Eye and Ear Longwood Garage is located at 800 Huntington Avenue.



