

Visitor Pass Policy & Protocol - Fall 2020

Visitors (Dated Visitor Name Tag)

The Visitor pass is required for guests and visitors to campus and may be requested at the Information Desk, located in Seegers Union or Campus Safety, located in Prosser Hall.

- Visitors should obtain a guest pass to be on campus if they are accompanied by a faculty member, staff or a student approved for on campus; all must have their College ID with the appropriate sticker.
- Passes are available at the following locations:
 - Seegers Union Information Desk
 - Monday-Friday, 8:30 AM - 5:00 PM
 - Campus Safety
 - Monday - Friday 5:00 PM - 9:00 PM
 - Saturday - Sunday, 8:30 AM - 9:00 PM
 - Admissions and the Athletic Department Administration will manage issuance of Visitor badges to ONLY prospective families touring campus. No unauthorized students may accompany these tours.
 - Contractors should continue to check in at Plant Operations who will conduct screening and issue passes as needed.
 - Advancement will also continue to pre-approve their own essential on-campus visitors, complete pre-screening of these individuals and issue their own visitor passes if needed.
- **Current enrolled undergraduate and GCE students are NOT eligible for a Visitor pass.**
- Temperature Checks and a Symptom Checker will be conducted by College. Successful completion of these checks are necessary in order to receive a Visitor pass.
- **All visitors MUST be accompanied by a faculty member, staff or a student approved for on campus at all times.**
- Visitors are not permitted to enter any residence halls or MILE houses.
- Visitors are not permitted in the Wood Dining Commons or the General's Quarters Servery. Visitors may access Java Joe for beverages and limited pastries using credit cards via contactless point of sale registers.
- NOTE: If a member of the greater community should want to stop in to go to the bookstore, for example, they will be permitted to access the building for that purpose. These individuals will follow the College's physical distancing procedures, including wearing a mask at all times.

Protocol:

- Visitors, accompanied by a faculty member, staff or a student approved to be on campus will go to the Information Desk, located in Seegers Union or Campus Safety, located in Prosser Hall.
- Personnel will conduct a temperature check and ask visitors to complete a paper copy of the symptom checker.

- Symptom Check should be returned “negative” to all questions.
- Any individual with a temperature < 100.0° F will be permitted approved for a visitor pass for the day.
- If the visitor is cleared, personnel will issue a Visitor pass, good for the day, and include the visitor’s name, current date, and initials of the issuer.
- Visitors are expected to follow all College policy and all physical distancing measures.