



## Fort Lewis College

### Campus Visitor Policies and Procedures

At Fort Lewis College, the safety of our students, staff, and faculty are our top priority and as the COVID-19 pandemic evolves, it is critical for our community to adjust its policies and procedures based on CDC and local health agencies guidelines. With that in mind, guests or visitors to campus must be limited and should follow the same rules as our campus community. All non-essential guests are not allowed to come to campus. This document is designed to be a resource for the host of the guests and a checklist for a safe visit for everyone.

***Examples of possible reasons for guests/visitors:***

- Academic guest speakers/lecturers
- College business meetings
- Campus job interviews (*reserved for final candidates*)
- Contractors
- Prospective students and families
- Employers recruiting students for jobs or internships

***Checklist for hosts of guests/visitors:***

<input type="checkbox"/> All guests/visitors that come to campus must have a designated Fort Lewis College host	<input type="checkbox"/> Host must reserve appropriate space for meeting based on room density ( <i>if needed</i> )
<input type="checkbox"/> Host will communicate with guests/visitors about policies and practices ( <i>see example below</i> )	<input type="checkbox"/> Host ensures space is disinfected before and after guests are on campus – tables, chairs, door handles, and other high-touch areas
<input type="checkbox"/> Host ensures guests/visitors symptom check before they arrive to campus ( <i>apart of the example communication below</i> )	<input type="checkbox"/> For frequent guests/visitors, host can refer them to our <a href="#">Health Awareness Certification</a> ( <i>not mandatory for them to complete</i> ).
<input type="checkbox"/> If guests/visitors are showing symptoms while they are on campus, host will ask them to leave and reschedule their time for visiting	<input type="checkbox"/> If the host discovers that the guest/visitor develops COVID-19 symptoms or is a confirmed positive case within 72 hours of their campus visit, the host must inform Human Resources

*Example email communication with guests/visitors before they arrive (this can be customizable for the different reasons guests/visitors are coming to campus):*

Hello (insert name of guest here),

We look forward to your visit at Fort Lewis College on (inset date) at (inset time). You will be meeting (inset host name here) at (inset location). [Here is a campus map for reference.](#)

In light of the COVID-19 pandemic, our campus has implemented additional safety measures based on public health directives from the State of Colorado and local health agencies:

- Our entire campus community will be wearing face coverings and you will be required to wear one during your visit. If you do not have a face covering, one will be provided.
- Please always observe physical distancing (a minimum of 6 feet from others)
- Before arriving on campus, all guests are asked to perform a COVID-19 symptom assessment. Please contact me if you are ill or have any of the following symptoms on the day of your visit: fever, shortness of breath or difficulty breathing, headache, sore throat, a new loss of taste or smell, body aches/muscle pain, or chills.
- All guests are asked to maintain proper hand hygiene while on campus by washing hands or utilizing hand sanitizer that is provided on campus.
- If you want to learn more about the COVID-19 pandemic and how our campus community is educating our faculty, staff, and students on the new safety measures, we encourage you to review our [Health Awareness Certification](#) (HAC) online course.

If you are experiencing symptoms while you are on campus or choose not to follow any of these safety measures, you will be asked to leave campus.

If you have any questions or concerns, please let me know.

(Insert Host Name, title, and contact information)