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## REVISED Visiting Campus Policy

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Greg Naylor <gnaylor@daemen.edu>

Fri, Jun 26, 2020 at 12:51 PM

Reply-To: gnaylor@daemen.edu

To: Employee Announcements <employee-announce@daemen.edu>, Student Announcements <students-announce@daemen.edu>

*This message has been approved for distribution as part of Daemen College's COVID-19 official response.*

June 26, 2020

Dear Daemen Community Members:

In accordance with the NYS phases of re-opening, and Western New York's current status of Phase 3, the Emergency Response Team has revised our Visitation Policy which should hopefully assist faculty and staff who are not permanently back, students who need to take care of business, and guests who want to visit campus for tours and such. We are distinguishing between Short Term (under 30 min) and Extended (30 min or more) visits.

[www.daemen.edu/visitor](http://www.daemen.edu/visitor)

### Short Term Visits

- A short term visit is defined as an individual who is on-campus for 30 minutes or less and includes a visit to pick up supplies, pay a bill, get mail, etc. This includes, but is not limited to, certain vendors such as package delivery professionals, vending machine product supplies, and food deliveries.
- **A short term visit does not require pre-approved permission to come to campus.**
- ALL individuals who are visiting Daemen College's campus **must be wearing a face mask, properly fitted over nose and mouth**, at all times while walking around campus.

### Extended Visits

- An extended visit is defined as an individual who is on campus for more than 30 minutes and/or performing specific tasks that will have them in direct contact with other individuals. This includes, but is not limited to, current faculty, staff, and/or students, who are not already pre-approved for a current wave for a meeting; outside vendors and/or corporate partners who are coming on campus to meet with other Daemen community members; prospective faculty, staff, or students, wanting to interview and/or receive a tour; significant others of current faculty, staff, and students approved to be on campus wanting to visit outside of residential facilities (**at this time guests are not permitted in the residence halls**).
- Individuals requesting to come on campus for an extended visit must:
  - Wear a face covering/face mask while on campus.
  - **Must complete [online clearance form](http://www.daemen.edu/visitor) within 24 hours of their scheduled visit (or on site). (To make your life easier, we also created a vanity URL: [www.daemen.edu/visitor](http://www.daemen.edu/visitor)).**
    - Visitors can complete this step prior to their arrival as long as proof of the completed screening can be presented upon arrival (smart device screenshot, printed page, etc.)

- OR complete this step at a visitor check-in kiosk located in the Wick Student Center or, coming soon for prospective students and families, Rosary Hall.
- Check in at a visitor check-in kiosk for a temperature screening upon arrival and will be provided a name-tag so that people know they are approved
- A visitor log will be housed at Campus Safety detailing name, date, email, reason for visit, location on campus, etc.

### Education and Enforcement

You will start noticing, starting today, more education and enforcement of these policies. We are trying to change a culture and that is hard right now, but the only way we are going to be successful is if everyone takes it upon themselves to help enforce these policies and procedures. We will begin with a red and green card program and complete more stringent follow-up as needed.

Thanks to everyone for their collective help in keeping this campus safe- and open!

Greg Naylor, Ph.D.

*Vice President for Strategic Initiatives*

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