

EFFECTIVE JULY 15, 2020

*This policy change reflects Erie County's recent change in status to "green" by the state. These less-restrictive guidelines will apply to campus visitors and guests.*

Visitors and guests are welcome to Gannon's campus with preapproved appointments. Employees are responsible to ensure that their visitors and guests comply with CDC and campus guidelines.

Visitors and guests are required to wear a face mask properly fitted over nose and mouth at all times while walking around campus, and to practice social distancing.

Visitors and guests are to check in at the Waldron Campus Center for a wellness screening that includes a temperature reading and completion of a health questionnaire. The Recreation and Wellness Center (includes Athletics), Admissions, Human Resources and Nash Library will provide wellness checks for their visitors, guests, recruits and prospective students and employees. Employees will meet their visitors and guests at the appropriate wellness check station.

Public access to buildings is not permitted.

Contractors and subcontractors are to check in at the Physical Plant Building unless otherwise directed.

Routine, short-term visitors such UPS, FedEx, DHL, and W.B. Mason, who will be on-campus for fewer than 30 minutes to pick up supplies, mail, etc., are required to wear a face mask properly fitted over nose and mouth at all times while walking around campus, to practice social distancing, and are not required to complete a wellness check.

## Responsibilities of Employees having visitors and guests on campus will:

- Ensure all visitors and guests have pre-scheduled appointments approved by their supervisor.
- Ensure that visitors and guests are aware of all policy requirements and meet him or her at the appropriate wellness check station.
- Faculty and staff are discouraged from bringing children, family members and persons with underlying health conditions to campus.
- Campus events involving more than 25 individuals require the advance approval of the respective associate vice president, executive director or dean.