



Guidelines for University Visitors & Guests by Campus

Effective from January 1, 2021 Until Further Notice

As our University community adapts and adjusts to public health guidance from local, state, and federal authorities—as reinforced in our COVID-19 prevention and operation plans—we are reminding everyone of the specific policies and guidelines pertaining to visitors and guests on our campuses. For general information about the University’s pandemic guidelines, please visit the [UR Ready website](#).

I. APPLICABILITY

Visitors and Guests. All visitors and guests to our University campuses must follow [our health and safety protocols](#) to keep our campuses and communities as safe as possible during the COVID-19 pandemic. The visitor/guest policy applies to any individual, on any University campus, for any length of time who has a business purpose for being on a campus. In terms of these guidelines, a visitor/guest includes, but is not limited to:

- Parents, family members, friends of enrolled students.
- Business contacts of current employees.
- Household members of current employees (employees may **not** bring children or elders to work with them, even if the children or elders are well).
- Neighborhood community members or others accessing campus property.
- Prospective students and parents visiting informally or on admissions tours.
- Individuals on campus for private lessons (such as the Community School of Music and Arts), counseling, Truesdail clinic patients, or approved use of athletic facilities.
- Individuals registered to attend University-approved events, camps, or clinics.

The University recognizes that our campuses are located within residential communities and are frequented by our neighbors who enjoy walking, biking, and jogging through our campuses. The University is permitting people to continue to pass through, however, all campuses remain closed to the public. This includes the University’s private “grounds” and other outdoor common areas, University drives and parking lots, all buildings, and food venues. Gatherings, picnics, photo shoots, and parking are prohibited.

Vendors and Contractors. All vendors and contractors must be authorized in advance by the University and comply with applicable policy requirements. Please refer to the [Contractor and Vendor Campus Access Procedure](#) for details.

Vendor - A worker from an outside company who provides a service that requires them to enter a building for short and/or extended periods of time (days, weeks, months).

Contractor - A worker from an outside company who performs work on campus. Examples of contractor work include building renovations, electrical work, and other equipment repairs.

II. PANDEMIC PREVENTION PROTOCOLS FOR VISITORS & GUESTS

1. **Pre-Arrival.** All individuals who are not enrolled students or employees must have an invitation (verbal or written) from a University student or employee prior to any in-person visit to a U of R campus. The University must maintain an accurate record of all individuals accessing campus.
2. **Arrival Check-In.** Upon arrival to campus, a visitor or guest must:
 - Notify the invitee that you have arrived on campus.
 - Meet the invitee at the designated meeting location (with proper face covering).
 - Successfully respond to health screening questions.
 - Review and acknowledge applicable safety policies:
 - Visitors and guests **must wear face coverings** (a) when in the presence of other persons, and (2) when alone using shared and common spaces. Coverings may consist of a bandana, surgical mask, scarf, etc. and **must fully shield the mouth and nose**. When moving about campus, a face covering should be worn.
 - Even when wearing a face covering (indoors and outdoors), continue to **maintain a person-to-person physical distance** of at least six (6) feet. A face covering is not a substitute for physical distancing.
 - **Comply with all signage guidance.** Signage is in place across our campuses to promote physical distancing, provide reminders about safety habits, and to optimize directional flow for the safety of the community.
 - Receive a **VISITOR BADGE**, which must be visibly worn while on campus.
3. **Departure Check-Out.** Prior to departing campus, a visitor or guest must check out and return their **VISITOR BADGE**. The invitee must ensure the visitor departs as planned and no longer has access to any University building.

III. CAMPUS-SPECIFIC GUIDELINES

Redlands Main Campus

Access to Campus / Access to Buildings by Approved Persons

- **Meet Outdoors.** Wherever and whenever practical, meetings with guests and visitors should take place outdoors in compliance with all applicable safety and pandemic prevention guidelines.
- **Pre-Approval Required to Enter Campus Buildings.** No un-approved person may be allowed in any campus building.
- **“Approved” persons are limited to:**
 - **Enrolled Students in Compliance.** University students who chose not to participate in the initial quarantine and testing period, the daily health check requirement, and the weekly testing requirement are not permitted to visit campus grounds or enter campus buildings.
 - **Students in Residence.** Access to each residential community will be limited, without exception, to those assigned to each specific community. This policy will continue for an unspecified period, with any change informed by the County’s Tier standing and case numbers on campus. After the initial quarantine and testing period, residents are limited to only one guest (person who does not live in that room) in their residence hall room at any one time bearing in mind students are limited to three close contacts, which must remain consistent. In the *Brockton Apartments*, no more than five (5) approved persons (including residents of the apartment) can be in an apartment at one time. In the *Grove Apartments*, that number is three (3) approved persons.
 - **University Employees in Compliance.** University employees who chose not to participate in the daily health check requirement and the weekly testing requirement are not permitted to visit campus grounds or enter campus buildings.
 - **Faculty/Employee Guests on Official Business.** Visitors or guests of faculty or staff must have an invitation from a University office, staff, or faculty member before coming to campus. Compliance with all protocols is required.
 - **Authorized Vendors and Contractors in Compliance.** Vendors who are contracted by the University to provide a service or otherwise authorized by the University to enter a University building. Please refer to the [Contractor and Vendor Campus Access Procedure](#) for details.
- **Non-University Visitors and Guests.** All others without approval (including friends and family of students who are not also University of Redlands students or employees) are considered “non-university guests” for the purposes of this document. Non-University guests are not allowed in any buildings on campus, including residential communities. In-person meetings with non-University guests can only take place in

outdoor spaces except under extenuating circumstances. We expect all members of our community to exercise strict caution when hosting guests.

Marin Campus

General Compliance. Members of the Marin Campus community are expected to comply with all university-wide guidance on pandemic prevention, including the policies on visitors, guests, vendors and contractors.

Weekly Testing. Until notified otherwise, the Marin Campus community ***is not required*** to participate in the weekly testing requirement to access the Marin Campus.

Southern California/International Regional Campuses

General Compliance. University employees and students at Southern California or in Salzburg are expected to comply with all University-wide guidance on pandemic prevention, including the policies on visitors, and guests.

Weekly Testing. Unless notified otherwise, the regional and international campus community ***is required*** to participate in the weekly testing requirement to access campus.