Emory Visitor Policy during COVID-19 Conditions

Emory continues to support healthy and safe experiences for faculty, students, and staff through modified operations and implementation of policies and procedures in recognition of the COVID-19 pandemic. Our guiding principles remain to ensure continuity of University operations while protecting the health and safety of our faculty, staff, and students. To mitigate the risks of transmission of COVID-19, Emory has committed to maintaining a reduced density on campus. Permission for visitors to campus must align with these principles and objectives.

This document:

- Identifies and categorizes various types of campus visitors and the university entities that are responsible for managing each category;
- Establishes priorities for the return of visitors within the functional categories; and
- Provides guidance on the implementation of relevant public health protocols and priorities for the return of visitors.

A baseline principle is that, if a visitor’s activity could be performed remotely, such as giving a speech or scholarly presentation, then a request to be on campus should be denied. Given our commitment to a reduced density on campus, this policy does not provide permission for all types of visitors identified below to return to campus. Rather, it reflects the requirement for a metered, approved return for visitors. And, if a type of visitor is not specifically delineated below, then those visitors are not permitted on campus.

Given the porous nature of the campus, enforcement of these policies will be challenging. These complications should not preclude adoption of a policy because these policies are important for shaping norms and behaviors.

**Definition of visitor.** Visitors, in general, are those who are not an active member of Emory’s faculty, staff, or student population, as defined by Emory’s HR and OPUS system of records. However, for purposes of overall clarity and comprehension and to capture most information in one place, some of the categories below cover individuals who will have some data in an internal Emory data sources or may have an Emory sponsored account. Even in these situations, these individuals will require approval through the various visitor processes and must comply with this visitor policy.

**Process**

Any visitors on campus must satisfy these basic conditions:

- Any visitor must have a sponsor, a formally designated Emory university contact
- Any visitor will sign virtually or in person a compact that elaborates the requirements and expectations for being on campus, including
  - The requirement for facial coverings and physical distancing at all times;
  - Prohibition of being on campus if they have tested positive for the SARS-COV-2 virus within the past 10 days, are exhibiting signs or symptoms of illness of COVID-19, or were in close proximity to someone confirmed to have virus causing COVID-19 within the last 14 days, with exceptions noted for human subjects in COVID-related research; and
  - Expectation that the visitors will contact the designated Emory sponsor if the visitor tests positive for the SARS-COV-2 virus or exhibits any signs of illness of COVID-19
within forty-eight hours after they depart campus, triggering Emory’s internal notification and contact tracing procedures.

- Where feasible, the visitor should provide contact tracing information for their time on Emory’s campus to allow Emory’s internal contact tracing program to operate. In this instance, “contact tracing information” refers to the names of Emory faculty, staff and students with whom the visitor was in close contact while on campus (defined as being within six feet for more than 15 minutes over a 24 hour period).

**Sponsor**

Sponsors are responsible for assuring visitors applications are reviewed, that their responsibilities cannot be performed remotely, and that the visitors understand their responsibilities as outlined in the policies. Sponsors must also comply with their approving unit’s obligation to maintain an updated list of those individuals approved to be on campus as well as their associated contact tracing information. Issues of non-compliance with the visitors should be coordinated through the sponsor.

**Categories of Visitors**

1. **Academic and Related** with specific Emory-affiliated sponsor/contact

   Academic visitors will be governed by the LITS "Academic and Related Visitors" process for onboarding academic visitors. Appendix A lays out the framework of this process.

   Approving units for academic and related visitors are:

   - **Campus Life**
   - **Candler School of Theology**
   - **Emory College of Arts and Sciences**
   - **Goizueta Business School**
   - **Laney Graduate School**
   - **Libraries**
   - **Nell Hodgson Woodruff School of Nursing**
   - **Office of the Provost**
   - **Office of Spiritual and Religious Life**
   - **Oxford College**
   - **Rollins School of Public Health**
   - **School of Law**
   - **School of Medicine**
   - **Winship Cancer Institute**
   - **Woodruff Health Sciences Center**
   - **Yerkes National Primate Research Center**

   Some examples of academic visitors and responsible entities are:

   - **Responsible Entities:** Schools and Research/Academic Units, Provost’s Office, WHSC, Libraries
     - Area scholars
     - Non-Emory research collaborators
     - Laboratory contributors
     - Adjunct Visiting Faculty
- Guest/contracted instructors in the classroom (i.e., GBS)
- Georgia Tech students participating in Emory laboratories
- Interns (volunteer and paid)
- External media for on-campus interviews
  - Responsible Entity: Campus Life
    - Dependents/partners/spouses of faculty and staff who live in our residence halls or apartments
    - Guests of academic departments residing on Clairmont Campus in guest housing
  - Responsible Entity: Office of Spiritual and Religious Life
    - Campus ministers/faith representatives
  - Not permitted on campus under current policy
    - Guest lecturers, colloquia speakers
    - Student-facing speakers and performers
    - All other categories of academic visitors not expressly approved by the Office of the Provost or Campus Life

2. Human Subjects Research Related

Obtaining contact tracing information is not feasible for Human Subjects research. Investigators are able to ensure that subjects receive and sign the compact delineating the expectations for public health protocols, with exceptions made for COVID-19 research. Details for such a process are delineated in Appendix B. If an investigator is notified by their subjects of an illness or COVID positive test after their visit to campus, the investigator will trigger the notification and cleaning protocol for their area.

Associate Dean of Research or designee will provide a monthly retrospective count to school-level leadership. School-level leadership will report to Office of Research Administration (ORA), who will routinely share the information with the Provost Office.

  - Approver: Office of Research Administration
    - Human Subjects
  - Safeguards and Density Limitations for Clinical Research Monitors and other related Visitors
    - Clinical trial monitors and auditors must be sponsored and attest to Emory’s safety standards.
    - Visitors to Research Clinics, will be limited, and if deemed appropriate must be sponsored and attest to Emory’s safety standards.

3. Vendors/Service Providers/Suppliers

Vendors, service providers, and suppliers provide products and services to the institution and its units and are not formally considered visitors. Therefore, they do not require official approval but must adhere to our guidelines and terms of their contract if a contract is in place. Depending on the relationship to the institution, some of these individuals are identified within Emory data systems; some are not. Some vendors, service providers, and suppliers retain through their companies a contractual relationship with Emory, some do not.

Emory-contracted vendors, service providers and suppliers must abide by the terms of their contract and standards set forth by their Emory relationship manager along with the COVID supplier guidance
communicated by the Emory Chief Procurement Officer. Appendix C provides the current supplemental guidance and the contact tracing requirements.

- **Responsible Entities: Central Procurement and Emory relationship manager**

Some vendors, service providers, and suppliers come to campus episodically to repair instruments and machines, to provide supplies, etc. and may or may not be contractually retained by Emory. Such parties should abide by the guidance provided by their Emory relationship manager along with the COVID supplier guidance communicated by the Emory Chief Procurement Officer. Appendix D provides the current supplemental guidance and the contact tracing requirements.

- **Responsible Entity: Unit Chief Business Officer (CBO)**

The guidance provided to our suppliers and contractors prioritizes the health and safety of our students, faculty and staff. These important measures limit campus access to only the personnel providing essential activities and to address new requirements that require immediate on campus support. Visitation is limited to either the repair of inoperable equipment, high priority maintenance or the delivery of critically needed goods and services. The guidance also requires any supplier or contractor that enters an Emory campus or building to participate in the contact tracing practice process. All direct sales activity should be virtual.

### 4. General Public

This catch-all provision contains visitors with loose or no affiliation with Emory University. Like the Academic and Related Visitors, those under the General Public category must have a formal Emory sponsor. General Public visitors will be governed by the LITS "General Public" process for onboarding. Appendix E lays out the framework of this process. These visitors would be expected to sign a compact and provide Emory-centric contact tracing information. For some spaces and occasions (the general public in Starbucks, for example, or campus protestors), enforcement will be difficult.

Approving units for general public visitors are:

- Advancement and Alumni Engagement
- Undergraduate Admissions—ECAS
- Undergraduate Admissions—Oxford
- Campus Life
- Candler School of Theology
- Emory College of Arts and Sciences
- Goizueta Business School
- Laney Graduate School
- Libraries
- Nell Hodgson Woodruff School of Nursing
- Office of the Provost
- Office of the Secretary
- Office of Spiritual and Religious Life
- Oxford College
- Rollins School of Public Health
- School of Law

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Rosemary Hynes, rhynes@emory.edu
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Zach Cole, zachary.cole@emory.edu
Sarah Dobbs, sarah.dobbs@emory.edu
Vanda Hudson vhudso2@emory.edu
Bruce Douglas, bruce.douglas2@emory.edu
Prohibited under the current policy

- Friends of students living on campus who are not otherwise approved to be on campus
- Friends and family members of faculty and staff (not allowed other than for picking up or dropping off, or children participating in Emory-sponsored child-care programs)
- Schwartz Center

Approver not feasible

- Protestors
- Non-Emory guests at public dining facilities and bookstores

Enforcement of Compliance with on Campus Health and Safety Policies. To the extent possible, enforcement of compliance with health and safety policies should be enabled through approval of access to facilities. Designated Approvers should be alerted to instances of non-compliance. The sponsor will be responsible for informing the visitor of the claim of non-compliance. If non-compliant behavior continues, the sponsor will be re-alerted and the visitor’s permission for on-campus activities and access to facilities will be suspended.

Outside of Scope of Visitor Policy

- Emeritus Faculty. Those that are research active should be in Emory data systems and would go through the automated on-boarding
- Delivery personnel (FedEx, UPS, Amazon, courier services)
Appendix A: Protocol for Academic Visitors

The academic visitor process is a self-contained application that allows Emory authorized faculty and staff to sponsor approved visitors. The sponsor will fill out a web form with the sponsor information and details about where the visitor will be and their work at Emory. Then the system will email a designated approver for formal approval. Once approved, it will send an invitation to the visitor’s email address (it can be non-Emory). They will log into the application with a special link. Once online, they will perform the appropriate steps through the web application, including attesting to the Emory Community Compact, review training slides, take a health questionnaire, and other steps as required.

After they complete, LITS emails the sponsor and the visitor letting them know they have completed the process.

Because this is a self-contained system, the information does not integrate with the other applications, such as the contact tracing and other databases.

Approving units for academic and related visitors are:

- **Campus Life**
  - Scott Rausch, scott.rausch@emory.edu
- **Candler School of Theology**
  - Robyn Pollette, rwpolle@emory.edu
- **Emory College of Arts and Sciences**
  - Laura Papotto, ECAS_Connections@emory.edu
- **Goizueta Business School**
  - Alan Pogue, alan.pogue@emory.edu
- **Laney Graduate School**
  - Rosemary Hynes, rhwynes@emory.edu
- **Libraries**
  - Lisa Macklin, lmackli@emory.edu
- **Nell Hodgson Woodruff School of Nursing**
  - Adam Malm, adam.malm@emory.edu
- **Office of the Provost**
  - Melissa Daly, melissa.j.daly@emory.edu
- **Office of Spiritual and Religious Life**
  - Zach Cole, zachary.cole@emory.edu
- **Oxford College**
  - Sarah Dobbs, sarah.dobbs@emory.edu
- **Rollins School of Public Health**
  - Vanda Hudson vhudso2@emory.edu
- **School of Law**
  - Bruce Douglas, bruce.douglas2@emory.edu
- **School of Medicine**
  - Cliff Teague, clifton.b.teague@emory.edu
- **Winship Cancer Institute**
  - Kimberly Kerstann, kfkerst@emory.edu
- **Woodruff Health Sciences Center**
  - Barbara Walsh, Barbara.walsh@emory.edu
- **Yerkes National Primate Research Center**
  - Yahaira Hernandez yahaira.hernandez@emory.edu
Appendix B: Human Subjects Research

Human subjects will be required to sign a form denoting adherence to the following:

Non-COVID research

Emory’s Requirements
- If you are sick, you are not allowed to work on Emory’s campus. You must stay home until you are well.
- If anyone in their household has signs or symptoms associated with Covid-19, you are not permitted on campus.
- If you have been diagnosed with COVID-19 in the past 10 days or anyone in the household has been diagnosed with COVID-19 within the past 14 days, you are not permitted on campus.
- You must comply with any temperature screening if asked to do so by Emory staff.
- Face coverings must be worn at all times while on the Emory University campus and must not be disposed of on Emory property.
- You must practice social distancing by keeping at least six feet of separation between people.
- If you become ill or test positive for the virus that causes COVID-19, you must notify your Emory investigator.

Additional Expectations
Please be aware of and follow these best practices:
- Frequently sanitize or wash your hands with soap and water prior to eating and when arriving on campus.
- Cover your mouth and nose with a disposable cloth when coughing/sneezing, and dispose of the tissue after each use.
- Avoid touching your eyes, nose and mouth.
- Do not shake hands.

COVID-related research

Emory’s Requirements
- You must comply with any temperature screening if asked to do so by Emory staff.
- Face coverings must be worn at all times while on the Emory University campus and must not be disposed of on Emory property.
- You must practice social distancing by keeping at least six feet of separation between people.

Additional Expectations
Please be aware of and follow these best practices:
- Frequently sanitize or wash your hands with soap and water prior to eating and when arriving on campus.
- Cover your mouth and nose with a disposable cloth when coughing/sneezing, and dispose of the tissue after each use.
- Avoid touching your eyes, nose and mouth.
- Do not shake hands.
Appendix C: Requirements for Employees of Vendors/Service Providers

Emory’s Requirements

• Agree to abide by all federal, state, local, and Emory University mandates, policies, protocols, and procedures related to COVID-19, including all required training and testing.

• **No personnel are allowed to be on Emory’s campus or in an Emory facility if they display or have experienced any of these symptoms, or others, as outlined by the CDC.**
  
  • Fever or chills
  • Cough
  • Shortness of breath or difficulty breathing
  • Fatigue
  • Muscle or body aches
  • Headache
  • New loss of taste or smell
  • Sore throat
  • Congestion or runny nose
  • Nausea or vomiting
  • Diarrhea

• If they have any of these symptoms, they should not come to Emory’s campus or an Emory facility, and if a monitoring station exists within a building and any of these symptoms are detected your personnel will be turned away and prohibited from entering the building.

• **No personnel is allowed on Emory’s campus or in an Emory facility if they have been diagnosed with COVID-19 within the last 10 days, have been in direct contact over the previous two weeks with someone who has tested positive for COVID-19, or have a member of their household with signs or symptoms associated with COVID-19.**

• **Notification to Emory in the Event of Positive COVID-19 Case.** In the event that any supplier’s personnel, who is or has been present or performing services on Emory property, tests positive for COVID-19 within 2 days of being on Emory property, then supplier shall: (a) immediately notify Emory at the number listed below; (b) take immediate action to quarantine such person and any other personnel who may have come in contact with the person testing positive for COVID-19 and direct them not to come to Emory’s campus or a facility; (c) and assist Emory in identifying any other persons on Emory property who may have come in contact with such person. Emory will clean and disinfect all areas any infected person may have contacted on Emory property. Any cleaning or sanitation costs resulting from a
positive COVID-19 test of supplier’s personnel may be the responsibility of supplier.

- **COVID-19 Contact Tracing Line at 404-727-6190**
  - If this situation arises in the context of a construction contract, the supplier shall also notify the appropriate project manager.

- **Everyone should check their temperature daily, prior to visiting Emory’s campus or an Emory facility for any reason and should not come to Emory’s campus or facility if they have a temperature greater than 100F.** Also, some buildings may have random temperature monitoring stations and you must inform your personnel that compliance is not optional. Anyone that refuses to allow a temperature screening by an Emory staff member will be asked to leave Emory’s facilities and campus. If someone has a fever, they will not be allowed to enter the facility.

- **Everyone should practice physical distancing by keeping at least six feet of separation between individuals.** Most buildings and elevators have been equipped with signs and floor decals in compliance with the physical distance guidelines, and your personnel must adhere to these recommendations.

- **A face covering (mask) must be worn at all times while at an Emory facility or anywhere on Emory’s campus in accordance with the Emory University Face Covering / Mask Policy.**

- **Personnel should frequently wash or sanitize their hands prior, during and after providing necessary services on Emory’s campus or at an Emory facility.**

- **All suppliers shall supply PPE and disinfectant solution to personnel coming to campus in sufficient quantities to comply with these requirements.**

**Additional Expectations**

We also request employees be made aware of the following best practices:

- Cover your mouth and nose with a disposable cloth when coughing/sneezing, and dispose of the tissue after each use.
- Avoid touching your eyes, nose and mouth.
- Do not shake hands.
- Limit the use of shared tools and equipment.
- Disinfect shared tools and equipment after each use.
Appendix D: Requirements for Episodic, Non-Contractual Work-related Visitors (repair personnel, vendors, some suppliers/service providers)

Emory’s Requirements

- Agree to abide by all federal, state, local, and Emory University mandates, policies, protocols, and procedures related to COVID-19, including all required training and testing.

- No personnel are allowed to be on Emory’s campus or in an Emory facility if they display or have experienced any of these symptoms, or others, as outlined by the CDC.
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

- If they have any of these symptoms, they should not come to Emory’s campus or an Emory facility, and if a monitoring station exists within a building and any of these symptoms are detected your personnel will be turned away and prohibited from entering the building.

- No personnel is allowed on Emory’s campus or in an Emory facility if they have been diagnosed with COVID-19 within the last 10 days, have been in direct contact over the previous two weeks with someone who has tested positive for COVID-19, or have a member of their household with signs or symptoms associated with COVID-19.

- Notification to Emory in the Event of Positive COVID-19 Case. In the event that any supplier’s personnel, who is or has been present or performing services on Emory property, tests positive for COVID-19 within 2 days of being on Emory property, then supplier shall: (a) immediately notify Emory at the number listed below; (b) take immediate action to quarantine such person and any other personnel who may have come in contact with the person testing positive for COVID-19 and direct them not to come to Emory’s campus or a facility; (c) and assist Emory in identifying any other persons on Emory property who may have come in contact with such person. Emory will clean and disinfect all areas any infected person may have contacted on Emory property. Any cleaning or sanitation costs resulting from a positive COVID-19 test of supplier’s personnel may be the responsibility of
• Everyone should check their temperature daily, prior to visiting Emory’s campus or an Emory facility for any reason and should not come to Emory’s campus or facility if they have a temperature greater than 100F. Also, some buildings may have random temperature monitoring stations and you must inform your personnel that compliance is not optional. Anyone that refuses to allow a temperature screening by an Emory staff member will be asked to leave Emory’s facilities and campus. If someone has a fever, they will not be allowed to enter the facility.

• Everyone should practice physical distancing by keeping at least six feet of separation between individuals. Most buildings and elevators have been equipped with signs and floor decals in compliance with the physical distance guidelines, and your personnel must adhere to these recommendations.

• A face covering (mask) must be worn at all times while at an Emory facility or anywhere on Emory’s campus in accordance with the Emory University Face Covering / Mask Policy.

• Personnel should frequently wash or sanitize their hands prior, during and after providing necessary services on Emory’s campus or at an Emory facility.

• All suppliers shall supply PPE and disinfectant solution to personnel coming to campus in sufficient quantities to comply with these requirements.

Additional Expectations
Service personnel must be made aware of the following best practices:

• Cover your mouth and nose with a disposable cloth when coughing/sneezing and dispose of the tissue after each use.
• Avoid touching your eyes, nose and mouth.
• Do not shake hands.
• Limit the use of shared tools and equipment.
• Disinfect shared tools and equipment after each use.
Appendix E: Protocol for General Public Visitors

The general public visitor process is a self-contained application that allows Emory authorized faculty and staff to sponsor approved visitors. The sponsor will fill out a web form with the sponsor information and details about where the visitor will be and their work at Emory. Then the system will email a designated approver for formal approval. Once approved, it will send an invitation to the visitor’s email address (it can be non-Emory). They will log into the application with a special link. Once online, they will perform the appropriate steps through the web application, including attesting to the Emory Community Compact, review training slides, take a health questionnaire, and other steps as required.

After they complete, LITS emails the sponsor and the visitor letting them know they have completed the process.

Because this is a self-contained system, the information does not integrate with the other applications, such as the contact tracing and other databases.

The creation of a process for general public visitors does not mean that all categories of visitors are approved to be on campus. It merely creates the process by which general public visitors may be approved to come onto campus.

Approving units for general public visitors are:

- Advancement and Alumni Engagement
  Benjamin Tompkins, Jr., btompi@emory.edu
- Undergraduate Admissions—ECAS
  Paul P. Marters, paul.p.marters@emory.edu
- Undergraduate Admissions—Oxford
  Kelley Lips, Kelley.lips@emory.edu
- Campus Life
  Scott Rausch, scott.rausch@emory.edu
- Candler School of Theology
  Robyn Pollette, rwpolle@emory.edu
- Emory College of Arts and Sciences
  Laura Papotto, ECAS_Connections@emory.edu
- Goizueta Business School
  Alan Pogue, alan.pogue@emory.edu
- Laney Graduate School
  Rosemary Hynes, rhynes@emory.edu
- Libraries
  Lisa Macklin, lmackli@emory.edu
- Nell Hodgson Woodruff School of Nursing
  Adam Malm, adam.malm@emory.edu
- Office of the Provost
  Melissa Daly, melissa.daly@emory.edu
- Office of the Secretary
  Ami Franklin, ami.franklin@emory.edu
- Office of Spiritual and Religious Life
  Zach Cole, zachary.cole@emory.edu
- Oxford College
  Sarah Dobbs, sarah.dobbs@emory.edu
- Rollins School of Public Health
  Vanda Hudson vhudso2@emory.edu
- School of Law
  Bruce Douglas, bruce.douglas2@emory.edu
- School of Medicine
  Cliff Teague, clifton.b.teague@emory.edu
- Winship Cancer Institute
  Kimberly Kerstann, kkerst@emory.edu
- Woodruff Health Sciences Center
  Barbara Walsh, Barbara.walsh@emory.edu
- Yerkes National Primate Research Center
  Yahaira Hernandez, yahaira.hernandez@emory.edu
- Communications and Public Affairs
  Nancy Seideman, nancy.seideman@emory.edu
- Michael C. Carlos Museum
  Lisa Fields, lisa.fields@emory.edu