

## CAMPUS SPONSOR PROCEDURES FOR VISITOR(S) ON CAMPUS

1. Visitor by definition – any individual(s) that is **NOT** an employee or student.
2. The campus sponsor will need to register the visitor by sending an email to Police and Campus safety 48 hours in advance of the appointment on campus. The campus sponsor will include all visitor(s) name(s), phone number(s) and email address, date of the visit, location and or buildings that the visitor will be occupying.
3. The campus sponsor will email all visitor(s) the *Visitor Safety Protocols and Procedures* document 48 hours in advance of the scheduled meeting, along with the COVID health screening link. (Addendum A – Visitor Safety Protocols and Procedures, <https://www.mtsac.edu/visitorscreen/>).
4. **The Health screening will be need to be completed the morning they are to come to campus.**
5. If the visitor did not pass the health questionnaire, the visitor will need to reschedule the appointment and contact the campus sponsor to reschedule.
6. The campus sponsor will provide directions to the visitor where they will be meeting them on campus including the location and or building number(s) that will be occupied during the visit.
7. The campus visitor will report to the directed location provided by the campus sponsor.
8. All employees and campus visitor(s) are required to wear a face covering at all times regardless of vaccination status. Masks are available at division offices or Police and Campus Safety office.
9. If the campus sponsor is in need of additional personal protective equipment (PPE) such as face shields, safety glasses, or gloves please send your request on the PPE form located on the risk website at [www.mtsac.edu/risk](http://www.mtsac.edu/risk). PPE requests must be received 48 hours in advance of the visit date. PPEs will be available for pick up at the Police and Campus Safety office the day of the scheduled visit.
10. Upon completion of the visit, the visitor will need to exit the premises.

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