Christopher Newport University

Policy: Campus Visitors Policy
Policy Number: T4

Executive Oversight: Chief of Staff, Provost and Vice Presidents
Contact Office: President’s Office
Frequency of Review: This policy is temporary. It shall remain in effect for the duration of the statewide emergency related to the Coronavirus (COVID-19) and consequent visitation restrictions.

A. PURPOSE

Christopher Newport University deeply values its neighbors, community partners and visitors that make our campus community so vibrant. As part of our comprehensive efforts to limit the spread of COVID-19 as much as possible, both on campus and in the broader community, the presence of visitors on campus must be limited and subject to certain heightened expectations until further notice. This policy establishes measures to restrict on campus visits during the statewide emergency related to COVID-19 and provides for their enforcement.

B. POLICY STATEMENT

Except as permitted by the Governor’s Executive Orders, guidance and by written exception to this policy, Christopher Newport’s grounds and buildings are open only for official University business and are not open to visitors or the general public. A visitor is defined as any individual who is not an officer, employee or a currently enrolled student of Christopher Newport or an individual invited by the University to participate in a University event. Questions pertaining to visitation within University owned and operated residential facilities should be directed to the Office of Residence Life.

Contractors and vendors, suppliers of goods and services to be delivered, and regulatory agencies performing inspections are considered members of the Christopher Newport community and not visitors. They work at the direction of the University, are made aware of the University’s protocols, and are required to adhere to them. Credentialed members of the media are permitted on campus when gathering news. They are required to adhere to University protocols and their visits shall be arranged in advance with the Chief Communications Officer or the Sports Information Director.
Family members (including minor children) of faculty, staff and students should restrict their visits to campus to matters of need and on a limited basis.

Exceptions to these visitation limits may be granted by the appropriate Vice President or the Provost only for compelling reasons. When an exception is approved, the host of a visitor must adhere to the procedures set out below.

**C. PROCEDURES**

The Chief of Staff, a Vice President or the Provost may grant exceptions based on an assessment of the need for the requested visit now instead of at some later time, the immediate importance of the requested visit to the university’s core mission, and the potential long-term consequences to the University of not hosting the requested visit at this time.

Requests to host a visitor should be made as far as possible ahead of the proposed visit and in all cases at least a week in advance.

Where a requested visit is permitted, consistent with the above, the host of the visitor must adhere to the following procedures.

- Provide Christopher Newport’s COVID-19 requirements to their visitor prior to the campus visit and confirm their agreement to:
  - notify the University host and cancel the visit should they not feel well, experience COVID-19 symptoms, or learn they may have been exposed to the virus in the past 10 days;
  - wear a cloth face covering at all times as required (inside and outside);
  - practice physical distancing of no less than six feet from others at all times;
  - practice proper hand hygiene;
  - complete a health screening and temperature check upon arrival to campus;
  - notify the University host should the visitor test positive for COVID-19 or develop symptoms within 10 days following their visit; and
  - participate in contact tracing should the need arise.

- Following the visit, the host shall ensure the sanitizing and disinfecting all high-touch surface areas used during the visit.

Any visitor arriving from an international location must self-quarantine as required by CDC guidelines in a location off campus before coming to campus.

Visitors who fail to comply with Christopher Newport’s COVID-19 protocols when reminded to do so, including but not limited to expectations regarding face coverings and physical distancing, may be asked to leave campus.
D. REFERENCES

Policy T5: Visitors to Admission Office and Welcome Center
Policy T6: Athletics Outdoor Spectator

E. APPROVAL AND REVISIONS

Approved by: Policy Committee, August 27, 2020
Revision 1: Policy Committee, September 3, 2020
Revision 2: Policy Committee, March 24, 2021
Revision 3: Policy Committee, May 5, 2021