Christopher Newport University

Policy: Visitors to Admission Office and Welcome Center
Policy Number: T5

Executive Oversight: Chief of Staff
Contact Office: Office of Admission
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 is limited and subject to certain heightened expectations until further notice.

Campus tours and other on campus admission activities are critical for successful recruitment of future classes of students to the University; this policy identifies protocols for welcoming and engaging prospective students and their families who wish to visit campus during the admission recruitment cycle, and provides for their enforcement.

B. POLICY STATEMENT

In-person campus tours and interviews with prospective students offered through the Admission Office are an exception to Policy T4: Campus Visitors Policy. In order to welcome prospective students and their families in person, however, the Office of Admission must adhere to the procedures described below when they conduct campus tours and interviews.

C. PROCEDURES

1. Campus Tours

   • All campus tours shall be limited in number of attendees.
   • Tours should be scheduled in advance and drop-ins are accommodated when possible.
   • Prior to coming to campus for a tour, prospective students and their participating family member(s) must confirm, in writing, their agreement to comply with the following:
o Notify the Office of Admission and cancel the visit should the prospective student or visiting family member(s) not feel well, experience COVID-19 symptoms, or learn they may have been exposed to the virus in the past 10 days.
o Wear a cloth face covering as required by University policy (inside and outside).
o Practice physical distancing of no less than six feet from others.
o Practice proper hand hygiene.
o Complete a health screening and temperature check upon entering the Welcome Center.
o Notify the Office of Admission should the prospective student or family members test positive for COVID-19 or develop symptoms within 10 days following their visit.
o Participate in contact tracing should the need arise.

• All participants on campus tours must maintain 6 feet of physical distancing from non-family members at all times.
• Campus tours shall be scheduled at intervals that allow for sanitizing and disinfecting of interior spaces of the Welcome Center by the Admission staff.

2. Prospective Student Interviews

• All in-person campus interviews with prospective students must be pre-scheduled.
• A limited number of family members may accompany the prospective student to the Welcome Center.
• Prior to coming to campus, prospective students and their family members must confirm, in writing, their agreement to comply with the following:
o Notify the Office of Admission 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.
o Wear a cloth face covering as required by University policy (inside and outside).
o Practice physical distancing of no less than six feet from non-family members at all times.
o Practice proper hand hygiene.
o Complete a health screening and temperature check upon entering the Welcome Center.
o Notify the Office of Admission should the prospective student or family members test positive for COVID-19 or develop symptoms within 10 days following their visit.
o Participate in contact tracing should the need arise.
• All interviews shall occur outside or in a space which is large enough to allow for at least 6 feet of physical distancing between the participants.
• Interviews must be scheduled at intervals that will allow for sanitizing and disinfecting before and after each interview.
• Following the interview, Admission staff shall sanitize and disinfect high-touch surfaces and other items as required.
D. REFERENCES

Policy T4: Visitors to Campus

E. APPROVAL AND REVISIONS

Approved by: Policy Committee, August 20, 2020

Revision 1: Policy Committee, March 24, 2021

Revision 2: Policy Committee, May 5, 2021