



## Policy Regarding Campus Visitors During COVID-19 Pandemic

SEPTEMBER 11, 2020

### Policy Statement and Scope

This policy governs University of Maine at Farmington campus visitors during the COVID-19 pandemic, guided by the following principles:

- The health and safety of the UMF community is the University's top priority.
- One method of decreasing density and therefore increasing the safety of our community is by restricting visitors to campus.
- Visitors are required to adhere to new protocols in place to keep the UMF community safe.

This policy applies to all visitors to property owned or leased by UMF. This policy is meant to supplement — not replace — any federal, state, or county health and safety regulations with which UMF must comply. A visitor is defined as any individual entering UMF property who is not an employee or a registered student. Volunteers, employees of vendors or contractors that have business on campus, and other groups listed below are considered visitors.

### Limited Visitations

UMF campus spaces and buildings are open only for official University business. Campus spaces and buildings are not open to the general public.

Visitors are permitted on UMF property only for these specific purposes. All visitors must check in with the Conferences and Events Office located inside the front entrance of the Olsen Student Center (111 South Street) , adhere to [University guidelines](#) and be hosted by a University employee, department, or registered student organization:

- Invited speakers or hired performers/artists.
- Family member of a registered student who is supporting a student related to an emergency health situation.
- An individual who has research needs that require in-person library access.
- Prospective or admitted students and their families for admissions, recruiting or other hosted events.
- Donor visits arranged by Institutional Development.
- Hired contractor and vendor services for official University business.

- Prospective rental clients hosted by the Conferences and Events Office.
- Other visitors, on official University business, as approved by the relevant Dean or Vice President.

### **Requirements for Hosting Visitors**

When a department or student organization invites visitors to UMF property, the following protocols are required to be in place:

- As the host, you must inform your visitors of this policy prior to their visit in writing (can be via email).
- Visitors are required to follow the Maine CDC [Public Guidance](#).
- To the extent possible, visits should be scheduled for low-traffic areas and times.
- If any visitors are showing symptoms of a communicable disease such as persistent cough, or otherwise are not following UMF health and safety protocols, they should be asked to leave campus.
- If there is publicity for the program (i.e. if it is not a classroom visit or for a specific, limited faculty/staff/student audience), you will need to create a plan. This plan will need to include information on how COVID-19 check-in screening will be conducted, as well as collection of names, email addresses, and phone numbers of all visitors is required. The plan will need to be submitted 10-14 business days prior to the event to UMF's Director of Facilities Management for review and approval. No publicity is to occur until approval is received.
- As campus spaces and buildings are not open to the general public, visitors must be escorted by the host to gain entry to campus buildings.

### **Requirements for Visitors**

**All visitors permitted on campus will be required to check in with the Conferences and Events Office** located in the Olsen Student Center (111 South Street). The exception to this process is when a program has received prior approval as outlined above.

The Conferences and Events Office will be open 8:00 am to 4:30 pm Monday - Friday. If a department has a speaker, classroom guest, performer, etc. who needs to check in after 4:30 pm or on the weekend, arrangements need to be made 48 business hours prior to the arrival. Please call x7344 or email [umf.conferences@maine.edu](mailto:umf.conferences@maine.edu) for additional information.

- Speakers at campus events will need to adhere to the same policy UMF has set regarding classroom instruction. That is, face coverings must be worn at all times, including when lecturing. Speakers may not remove their face covering for water breaks unless those breaks are taken outdoors and must follow

standard physical distancing guidelines.

- Unless otherwise identified below, visitors must follow health and safety protocols adopted by UMF and as required by federal, state, or county regulations. This includes, but is not limited to: self-monitoring of COVID-19 symptoms before coming on campus; complying with UMF's face-covering policy; and regular hand washing.

### **Employees of Vendors or independent contractors who regularly and consistently interact with residential students for significant periods of time**

Employees of University Vendors who regularly and consistently interact with residential students for significant periods of time (for example, the University's food service provider) must maintain a COVID-19 Safety Plan that complies with all federal, state, and local requirements.

### **Vendors and Suppliers of Goods and Services to be delivered to or performed on campus**

As a condition for continuous or intermittent access to University campuses or facilities, vendors and suppliers of goods and services must maintain a COVID-19 Safety Plan that complies with all federal, state, and local requirements. Companies are required to ensure that their subcontractors, if any, comply with this requirement. Plans must be provided to the University upon verbal or written request and will be kept on file in the Facilities Management Office. Vendors and suppliers of goods and services must check-in with Facilities Management and complete the COVID-19 screening process prior to accessing campus and comply with the University's face-covering policy, physical distancing requirements, regular hand washing, and signage posted in the buildings they are entering.

### **Construction Contractors**

All Construction Contractors must check in at the Facilities Management Office prior to working on campus and must follow University COVID-19 safety guidelines and develop written Site Specific COVID-19 Safety Plans for projects on campus that comply with all federal, state, and local requirements before work can begin. All contractors must check-in with Facilities Management and complete the COVID-19 screening process prior to accessing campus and will be required to have their written site-specific safety plans reviewed and approved by Facilities Management prior to commencement of work on campus and will be subject to continuous review by the University leading up to project completion. Construction Contractors who employ subcontractors are required to ensure that their subcontractors, if any, comply with this requirement.

### **Visits by Family and Friends**

Personal visitors, including family members and friends of students or employees, are not allowed on campus except as specifically described herein.

### **Exception Requests**

Requests for access to campus by other Visitors not described in this policy will be considered on a case-by-case basis and should be submitted to the relevant Vice President at least 48 hours in advance of the visit. The Vice President will advance the request to the appropriate party for approval.

### **Important Links**

- [University \(UMF\) Guidelines](#)
- [Return to Campus Training Guide](#)
- [Together for Maine](#)
- [Maine CDC Public Guidance](#)