



Interim Visitor & Guest Policy

This interim policy is a mitigation strategy created to lessen the risk to employees and students of exposure to contagions, including COVID-19. Saint Mary's College is following applicable CDC, state, and local county public health guidance. This interim policy is in addition to the existing policies found in the Student Handbook (Visitation and Guests; and Residence Hall Visitor Policy and Guidelines for Residential Students both found under Residential Living Policies) and the Employee Handbook (Section 2.10 - Friends, Family and Children 14 and under in the workplace). We appreciate everyone's efforts to practice physical distancing and to support the health of our community members, including those who visit the Saint Mary's campus.

The following are our guiding principles and considerations for this Visitor/Guest policy:

- The more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread;
- Per CDC guidelines on gatherings: limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county).
- SMC's fall 2020 academic calendar revision to start earlier and the elimination of academic breaks to condense the length of the undergraduate semester is intended to minimize travel and exposure between community members, non-local families/friends, and transit spaces. Travel during this outbreak carries a greater risk of exposure to COVID-19 than staying home would, due to the probability of increased contact with individuals from other hotspot areas of the country.
- Residents are encouraged not to leave the local area during the fall term. Adjustment to campus, services, and resources during this time allows residents to stay engaged, build community, and focus on academic progress.

A visitor is defined as an individual who is not a current employee or student of the College. Visitors include prospective students and their families, employees' and residential students' families or guests, candidates for employment, contractors, vendors, and other individuals invited to campus. All visitors must be pre-approved by the SMC sponsor/hosting office (see details below). This means that there is no general public access allowed without prior approval.

- Vendors who have contracts with the College may visit the campus to deliver goods and services.
- Guest lecturers may visit under the aegis of a faculty member.
- Prospective students and their families may visit under the aegis of the Admissions office or other College department/office.
- Volunteers pre-approved to assist with College academic or operational functions may visit under the direction of a supervisor.

- Guest procedures for residential students, residential personnel, and guest housing are found in the Residence Hall Visitor Policy and Guidelines for Residential Students. As a general guide, no overnight visitors are permitted. Residents who may need personal attendants or caregivers should consult with Student Disability Services staff regarding requests for accommodations.
- Visitors who wish to attend athletic or club sports events will be determined based on Saint Mary's protocols, local emergency public health orders/ guidelines, and forthcoming NCAA, WCC, and NIRSA guidance.
- Saint Mary's College will not hold any public Masses (this includes both Sunday and Daily Masses). Public services will be determined based on Saint Mary's protocols guided by local emergency public health orders/guidelines, in consultation with the directives of local public health authorities and until the suspension is lifted by Bishop Michael Barber of the Diocese of Oakland.
- Ride-share drivers through our Lyft partner program and food delivery services (e.g. DoorDash, Grubhub) are permitted on-campus, but must check in at the Public Safety Front Gate for assistance or directions on pick-ups/drop-offs. Drivers are prohibited from exiting their vehicle at any time while on campus.

All visitors must register their presence in the visitor log at the Public Safety Front Gate when they arrive on campus and advise who they are visiting. Arrangements (completed health check) should be made or coordinated by the SMC office/sponsor/host prior to arriving on campus. Most importantly, visitors are subject to the same guidelines as campus community members. Those guidelines include:

- Visitors who are ill or exhibit any of the COVID-19 symptoms listed below, will not be permitted on campus. Any visitor who comes to campus exhibiting symptoms, will be asked to leave immediately.
 - Symptoms include: fever of 100 or higher, cough, shortness of breath, difficulty breathing, chills, muscle pain, headache, new loss of taste or smell, and any of the newly identified COVID-19 related symptoms as information is further developed.
- In addition, visitors who have been exposed directly in the previous 14 days to someone confirmed with COVID-19 or someone exhibiting symptoms of COVID-19 may not come to campus.
- Visitors must wear facial coverings at all times while on campus and will be expected to bring their own facial covering.
- Visitors must practice physical distancing while on campus; staying 6 feet apart from others and adhering to all campus policies.
- Visitors must adhere to hand washing, hand sanitizing, and hygiene protocols.
- Visitors, upon entering the campus, must agree to and sign the *Visitors Wellness Pledge*.
- Visitors must understand that despite the above efforts by all individuals, including visitors, students, faculty, and staff at Saint Mary's, that Saint Mary's can only take steps to mitigate the risk of exposure to COVID-19 or other infectious diseases and that these efforts cannot ensure visitor safety or prevent visitors from getting infected. All visitors who enter Saint Mary's do so voluntarily and at their own risk.

For questions, please contact: [Public Safety](#), (925) 631-4282, Assumption Hall

Sponsoring office or campus community member host Visit the [Student Handbook](#) or [Employee Handbook](#)

Revised July 20, 2020