

Residence Hall Visitor Policy for Residential Students & Staff



December 23, 2020

The policy for residence hall visitors and guests is as follows:

- If the County remains in Tier One – Widespread
 - Guests/visitors of residential students are registered via [Gael Visitor/Guest Registration](#) form 72 hours prior to arriving to campus, and must be approved by the Office of Residential Experience.
- If the County progresses to Tiers Two, Three, or Four, the policy detailed below would be effective no sooner than January 3, 2021, the day residence halls reopen for January Term.
- All visitors and guests to Saint Mary's College of California are expected to follow the Visitor Health and Safety Protocols and the guidelines set forth in the [Interim Campus Access Policy](#). The policy is intended to lessen the risk to students and employees of exposure to contagions, including COVID-19.
- If a resident has an unplanned/unexpected visit from someone (e.g. from a parent, excluding third party vendor food deliverers) who is dropping off groceries or personal supplies, the visitor would log in at the Public Safety Gate and follow the health protocols (Wellness pledge, Daily Health Screening, facial covering, etc.).

This residential guest/visitor policy is governed by the Code of Student Conduct found in the [Student Handbook](#) and violations will be pursued under it. If a residential student is in need of accommodations to this policy, the residential student should consult with Student Disability Services.

Residential Students visiting Residential Students

Beginning in Tier Two, residential students can visit with residential students in areas such as outdoors, quads, or other buildings based on approved tiered opening, however are not permitted to enter other residential student rooms.

Beginning in Tier Three, a residential student may enter another residential student's room/suite/townhouse.

- Each resident can have one (1) other resident enter their room/suite/townhouse at a time.
- Visitors are allowed between 7:00 a.m. and 11:00 p.m. Overnight visitors are prohibited.
- Residents and resident visitors are required to wear face coverings at all times when a resident visitor is in another student's room/suite/townhouse.

- Host resident is required to communicate with suitemate(s) (when applicable) regarding resident visitor.

Non-Residential Visitors (commuter students or non-student guests) visiting Residential Students

Beginning in Tier Two, residents will utilize a *webform* to register guests visiting them on campus for campus access.

- Non-residential students or non-residential guests are permitted to visit residential students in areas such as outdoors or quads but are not permitted in residential student rooms.
- Visitors are only allowed between 7:00 a.m. and 11:00 p.m. Overnight visitors are prohibited.
- No more than (2) non-residential visitors will be allowed per resident at a time.
- Visitors no longer need to wait for approval by Residential Experience, however, Residential Experience staff will receive notification each time a webform is submitted:
 - Webform directly communicates to both student host and visitor
 - Information includes links to Daily Health Screening
 - Visitor shows webform and health screening to the Public Safety kiosk

For Guests of Resident Director/Mentors:

RD/RM guests should be limited and must follow all Saint Mary's guest guidelines contained within the [Interim Campus Access Policy](#). RDs/RMs would utilize the webform described above to register guests.