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REVISED Visiting Campus Policy

Greg Naylor <gnaylor@daemen.edu>

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Reply-To: gnaylor@daemen.edu

To: Employee Announcements <employee-announce@daemen.edu>, Student Announcements <students-announce@daemen.edu>

This message has been approved for distribution as part of Daemen College's COVID-19 official response.

June 26, 2020

Dear Daemen Community Members:

In accordance with the NYS phases of re-opening, and Western New York's current status of Phase 3, the Emergency Response Team has revised our Visitation Policy which should hopefully assist faculty and staff who are not permanently back, students who need to take care of business, and guests who want to visit campus for tours and such. We are distinguishing between Short Term (under 30 min) and Extended (30 min or more) visits.

www.daemen.edu/visitor

Short Term Visits

- A short term visit is defined as an individual who is on-campus for 30 minutes or less and includes a visit to pick up supplies, pay a bill, get mail, etc. This includes, but is not limited to, certain vendors such as package delivery professionals, vending machine product supplies, and food deliveries.
- A short term visit does not require pre-approved permission to come to campus.
- ALL individuals who are visiting Daemen College's campus must be wearing a face mask, properly fitted over nose and mouth, at all times while walking around campus.

Extended Visits

- An extended visit is defined as an individual who is on campus for more than 30 minutes and/or performing specific tasks that will have them in direct contact with other individuals. This includes, but is not limited to, current faculty, staff, and/or students, who are not already pre-approved for a current wave for a meeting; outside vendors and/or corporate partners who are coming on campus to meet with other Daemen community members; prospective faculty, staff, or students, wanting to interview and/or receive a tour; significant others of current faculty, staff, and students approved to be on campus wanting to visit outside of residential facilities (at this time guests are not permitted in the residence halls).
- Individuals requesting to come on campus for an extended visit must:
 - Wear a face covering/face mask while on campus.
 - Must complete [online clearance form](#) within 24 hours of their scheduled visit (or on site). (To make your life easier, we also created a vanity URL: www.daemen.edu/visitor).
- VisAer;

- OR complete this step at a visitor check-in kiosk located in the Wick Student Center or, coming soon for prospective students and families, Rosary Hall.
- Check in at a visitor check-in kiosk for a temperature screening upon arrival and will be provided a name-tag so the p