



## Regent University Visitor Guidelines

| <b>Visitor/Vendor Type</b>           | <b>Visitor/Vendor Example</b>   | <b>Expectation</b>  |
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| Strictly Personal Meeting/Deliveries | <ol style="list-style-type: none"> <li>1. Family visits for lunch;</li> <li>2. GrubHub Deliveries</li> </ol>      | <ol style="list-style-type: none"> <li>1. The only strictly personal on-campus meeting should take place in the parking lot, and should last briefly.</li> <li>2. All personal meetings that involve someone outside of the Regent community should take place off campus.</li> </ol>   |
| Potential Student/Employee           | <ol style="list-style-type: none"> <li>1. Applicant meeting with an advisor;</li> <li>2. Job Interview</li> </ol> | <ol style="list-style-type: none"> <li>1. If possible, complete Visitor/Vendor screening the morning of the meeting prior to the visit. If screening fails, the person must reschedule meeting.</li> <li>2. Visitor must check in with office manager/supervisor of the department of the meeting, who will confirm screening has been completed. If screening was not completed prior to visit, the manager/supervisor will assist the person in completing the screening prior to checking them in.</li> <li>3. Face masks are required at all times while on campus.</li> <li>4. Easy access to hand sanitizer and social distance protocols has been implemented</li> </ol> |
| Regular Delivery Personnel           | <ol style="list-style-type: none"> <li>1. Mail Delivery</li> <li>2. Supply/Package Delivery</li> </ol>            | <ol style="list-style-type: none"> <li>1. Regent will create centralized delivery protocols so that the number of individuals who engage with delivery personnel is minimal.</li> <li>2. If delivery is only dropping off a package or item (e.g., UPS, FedEx,</li> </ol>   |

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|  |   | <p>vending machine operators) no screening is necessary; however, the delivery person must wear a face mask if he or she enters a Regent building. If a meeting is necessary for the delivery, the visitor/vendor will need to check in and complete screening protocols.</p>  |
| <p>Guest Speakers/Trainers/Consultants</p> | <ol style="list-style-type: none"> <li>1. External Chapel Speaker</li> <li>2. IT Training Consultant</li> <li>3. Classroom guest speaker</li> </ol> | <ol style="list-style-type: none"> <li>1. If the visitors/vendors plans to spend the night at Founders' Inn (or any other place of lodging) the day before the event or meeting, the visitor/vendor screening should take place prior to leaving the vendor's home or business to travel to campus and prior to leaving one's hotel room the day of the meeting. If the individual plans to arrive on campus the day of the event, the visitor/vendor screening should take place prior to arriving on campus. If screening fails at any point, the meeting must be rescheduled.</li> <li>2. Self-screening prior to their visit must include the following questions: <ul style="list-style-type: none"> <li>• Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath or other respiratory problem)?</li> <li>• Have you been diagnosed or have had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?</li> <li>• Have you returned from an overseas trip in the last 14 days?</li> </ul> <p>If the visitor answers "yes" to any of these questions, he or she should not come to campus and should contact his or her host.</p> </li> </ol> |

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|                      |  | <p>3. The visitor/vendor will be assigned a host, who will ensure daily proper screening protocols have been followed.</p> <p>4. Face masks are required at all times while on campus, except for when speaking or training.</p>  |
| Alumni & Friends     | Alumni visitors  | <p>1. Alumni and friends who wish to visit campus must check-in at the Welcome Center upon arrival where a temperature scan and COVID-19 screening will be performed.</p> <p>2. Anyone who fails the screening process will not be allowed on campus and will be directed back to their vehicle(s).</p> <p>3. Guest who have been cleared through the screening process must maintain social distancing and wear a face mask while on campus.</p> |
| Community Attendance | <p>1. Theatre Performances</p> <p>2. Student Life Events</p> <p>3. Athletic Events</p> | <p>1. Someone will be assigned at the entrance of the event to take the temperature of all non-Regent attenders and to ask basic screening questions.</p> <p>2. Any person who fails the screening process, will not be permitted to attend the event.</p>  |
| Campus Tours         | Families/student prospects visiting campus   | <p>1. Scheduled campus tours: families/prospects will be contacted the morning before their visit and screened over the phone. Upon arrival, a temperature scan will be performed.</p> <p>2. Unscheduled campus tours: “Walk-in” families/prospects will be directed to a separate location before entering any other building and will be screened for COVID-19, including a temperature check.</p>  |

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|                                       |   | <p>3. Anyone who fails the screening process will not be allowed to tour the campus and will be directed back to their vehicle(s).</p> <p>4. All visitors and tour guides will be required to wear masks.</p> <p>5. Group tours will be limited to one family, with a maximum of 10 family members in a group.</p> <p>6. Meeting with families/student prospects will be conducted in rooms that have been designated to allow for social distancing (e.g., classroom on the first floor of the Divinity building).</p> <p>7. No non-packaged food or beverages will be served in the Welcome Center where tours begin.</p>   |
| <p>Guest Speakers (in classrooms)</p> | <p>Guest speakers, guest lecturers, senior lecturing fellows</p> <p>(Note: Protocol applies to anyone who teaches students F2F)</p> | <p>1. Guest must be tested within seven (7) days prior to his or her visit. The negative test result documentation may be submitted to the Regent host through email or delivered in person on the day of the visit. Any guest who receives a positive test result <b>must not</b> come to campus and must notify the Regent host.</p> <p>2. The guest must also self-screen prior to his or her visit. If the guest plans to spend the night at Founders' Inn (or any other place of lodging) the day before the visit, the guest screening should take place prior to leaving the guest's home or business to travel to campus, and prior to leaving his or her hotel room the day of the event. If the individual plans to arrive on campus the day of the event, the guest screening should take place prior to arriving on campus.</p> |

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|  |  | <p>3. Self-screening prior to the guest's visit must include the following questions:</p> <ul style="list-style-type: none"><li>• Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath, or other respiratory problems?)</li><li>• Have you been diagnosed or have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?</li><li>• Have you returned from an overseas trip within the last 14 days?</li></ul> <p>If the guest answers "yes" to any of these questions, he or she <b>must not</b> come to campus and should contact his or her host.</p> <p>4. The guest will be assigned a host, who will ensure daily proper screening protocols are followed. Face masks are required at all times while on campus, except when teaching or lecturing, according to posted protocols for the classroom.</p> |
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