I. Background

As vaccines against COVID-19 become increasingly available to broad segments of society, the University believes that it is appropriate to take limited steps to allow for the return of visitors to campus facilities and buildings. To this end, it is adopting this policy, which sets forth the process by which faculty, staff and students may request permission for certain visitors to enter campus buildings and facilities. This policy is not applicable to visits that take place exclusively outside.

The University believes that this policy strikes a reasonable and appropriate balance between maintaining an environment that aims to minimize the potential transmission of COVID-19 while allowing for visits that serve legitimate business and educational purposes. This policy has been informed by guidance from the Centers for Disease Control and Prevention and state and city public health agencies concerning activities that vaccinated individuals may undertake.

II. Effective and End Dates of Policy

This policy shall take effect on Monday, April 26, 2021, and it shall remain in place until repealed or modified by the University.

III. Eligible Visitors

Under this policy, only individuals who have been fully vaccinated against COVID-19 may visit the campus buildings and facilities. Consistent with guidance from the Centers for Disease Control and Prevention, one is considered “fully vaccinated against COVID-19” two weeks after they have received (i) their second shot of the Pfizer or Moderna vaccine, or (ii) their Johnson & Johnson vaccine. For purposes of this policy, a “visitor” is someone other than an employed faculty or staff member, an enrolled student or individuals exempt from this policy pursuant to Section VIII below.

IV. Allowable Invitations

Any University faculty or staff member or student may invite up to three people who have been fully vaccinated against COVID-19 to visit campus buildings and facilities and may request permission to have these individuals on campus for up to three consecutive dates.
V. Process of Securing Permission to Invite Visitors to the Campus

Any faculty or staff member or student wishing to invite a fully vaccinated individual to campus buildings and facilities must complete and submit the University’s COVID-19 Visitor Registration form, which is at:

https://docs.google.com/forms/d/e/1FAIpQLScfzrzuWOE2GAXRx8z0FsLAdFqZoBN2wnut mw6kOHNjAlw/viewform?usp=sf_link.

The request form requires (i) the faculty or staff member’s or student’s name and e-mail, (ii) the names and e-mails of the persons to be invited, (iii) the dates and times that the visitors will be on campus, (iv) the general reason for the visit, and (v) the locations on the campus where the visit is expected to occur. THIS INFORMATION MUST BE SUBMITTED NO LESS THAN FIVE BUSINESS DAYS BEFORE THE REQUESTED VISIT.

Once the request has been submitted, it will be reviewed by personnel in the Office of Human Resources to determine that all required information has been provided. Thereafter, the proposed visitors will receive an e-mail asking them to complete a quick survey about their vaccination status and to provide evidence that they are fully vaccinated against COVID-19. The University will accept either of the following two items as evidence of vaccination: (i) a CDC COVID-19 Vaccination Record Card, or (ii) a printout from the individual’s insurer, healthcare provider or hospital record system demonstrating vaccination. This evidence will only be reviewed by personnel in the Office of Human Resources. All information will be maintained in accordance with applicable privacy laws. No one’s individual’s personal information or status will be shared.

Requests will be generally granted upon receipt of proof of vaccination from the proposed visitor; however, the University retains the right to deny a request as necessary to comply with public health guidance, such as, but not limited to, the City of Chicago’s limits on the number of people allowed in a space. When a request has been approved, the faculty or staff member or student making the request will be notified by e-mail, and a visitor’s pass will be e-mailed to the persons invited.

VI. Visitor’s Pass

All individuals approved to come to visit campus buildings and facilities pursuant to this policy must carry their Visitor Pass with them at all times and present it to a University official upon request. Any such person who cannot produce their Visitor’s Pass will be required to leave the campus immediately.

VII. Penalties

Any faculty or staff member or student who invites individuals to visit campus buildings or facilities without following the procedures set forth in this policy will lose the visitor privilege provided for herein and may be subject to discipline under applicable University policies, including, but not limited to, the Faculty Handbook, Human Resources Manual, and Student Handbook.
VIII. Exemptions

This policy does not apply to visits to campus by (i) prospective students and their parents or guardians, as such visits are approved and managed by the Office of Admissions pursuant to their policies, (ii) athletes engaged in competition against University sports teams, as such visits are approved and managed by the Department of Athletics pursuant to their policies, (iii) non-employees and non-students of the University seeking access to the Moffett Campus, as such visits are approved and managed pursuant to Moffett campus specific policies, and (iv) contractors and consultants rendering services to the University under contract.

XI. Reservation of Rights

The University reserves the right, without prior notice or consultation, to terminate or suspend this Policy and to make, as it deems necessary, modifications to this Policy, and any such decision by the University shall take immediate effect upon publication.