William Paterson University

Re-Opening Plan

Visitor Policy

William Paterson University is committed to reducing the risk of exposure to COVID-19. To minimize exposure, the university has developed a visitor policy. All visitors, including those visiting students, that are invited to campus are required to adhere to state and local laws and University health policies to ensure the safety of our community.

It is recommended that institutions limit visitors to the best of their ability in order to reduce the risk of exposure. Having visitors on campus poses challenges for contact tracing and quarantining procedures.

In order for us to reduce the risk posed by visitors, WP has established protocols for which all hosts are responsible. They include:

1. The host is responsible for explaining to the visitor the new procedures that have been established at WP in response to COVID-19.

2. All visitors must wear facial coverings while in the presence of others.

3. All visitors must participate in a self-administered health screening including a temperature check prior to their arrival on campus. For health screening they must use the CDC's Self-Checker found at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html. If someone has a temperature of over 100, they must stay home. It should be reported to the host if they have previously been present on campus at the host's invitation.

4. All individuals that invite a visitor to campus are required to fill out and submit a visitor log, via web-based form, on the same day the individual visits. This form includes name, affiliation, phone, email, day and time of visit, where they visited (building and room number), attestation that health screenings were conducted, and reason for visit (see Appendix A).

Appendix A[1]

WP

Visitor Log

William Paterson University has established a visitor log for the ability to reduce the risk of exposure and tracking/tracing of COVID-19.

DATE

Name	Affiliation	Cell Number	Email	Host	Reason For Visit	Date/time/ room	Health Screenings Yes

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[1] This form is subject to change as needed in the sole discretion of the University.