

# Policy Regarding Campus Visitors During the COVID-19 Pandemic

## Policy Statement, Definitions and Scope

This interim policy governs Boston University campus visitors during the COVID-19 pandemic, guided by the following principles:

- The health and safety of the Boston University community is the University's top priority.
- One method of decreasing density and therefore increasing the safety of our community is by restricting visitors to campus.
- The University follows all health and safety protocols required by federal, state, and local regulations.
- Visitors are required to adhere to new protocols in place to keep the Boston University community safe.

A **Visitor** is defined as any individual entering Boston University property who is not an employee (faculty or staff), a currently enrolled student, or someone who lives in an on-campus residence (e.g. spouses of Faculty-in-Residence). Employees of University vendors, construction contractors, volunteers, tenants, and other groups listed below are considered Visitors.

A **Host** is defined as the University office/department, employee, or registered student organization requiring or inviting a Visitor to come to campus.

This policy applies to all Visitors to property owned or leased by Boston University, excluding Visitors to off-campus residences. This policy is meant to supplement — not replace — any federal, state, and local health and safety regulations with which Boston University must comply.

## Limitation on Visitors

Until further notice, Boston University campus spaces, facilities, and buildings are open only for official University business and are not open to the general public.

The following categories of Visitors are permitted on Boston University property provided they have been invited by a Host and approved as provided in "Requirements for Visitors" below.

- Construction contractors
- Vendors and Suppliers of goods and services to be delivered to or performed on campus
- Tenants
- Patients or clients of clinics
- Visiting Faculty and Research Scholars Appointed Pursuant to [University Policy](#)
- Visiting students Invited Pursuant to [University Policy](#)
- Invited speakers or hired performers or artists
- Other visitors, on official University business, as approved by the relevant Dean or Vice President

## **Visits by Family and Friends**

Note that personal visitors, including family members and friends of students or employees, are not allowed into campus buildings and are allowed into student resident buildings lobbies only as permitted in the [Non-Resident and Guest Policy](#) which specifically prohibits overnight non-residents or guests.

## **Requirements for Visitors**

All Visitors permitted on campus will be required to follow health and safety protocols adopted by the University and as required by federal, state, or local regulations. This includes self-monitoring of COVID-19 symptoms before coming on campus; complying with the University's face-covering policy and physical distancing requirements; and regular handwashing and sanitizing.

In addition, the following requirements apply:

1. ***Employees of Vendors or independent contractors who regularly and consistently interact with residential students for significant periods of time***

Employees of University Vendors who regularly and consistently interact with residential students for significant periods of time (for example, the University's food service provider) will be subject to the University's Screening, Testing, and Tracing Program and other public health interventions that are applicable to similarly situated University employees. The Provost and Senior Vice President for Operations will determine vendors and independent contractors that fall under this provision.

2. ***Construction Contractors***

All Construction Contractors must follow University COVID-19 safety guidelines and develop written Site Specific COVID-19 Safety Plans for projects on campus that comply with all federal, state, and local requirements before work can begin. All contractors will be required to have their written site-specific safety plans reviewed and approved by Campus Planning and Operations and Environmental Health and Safety prior to commencement of work on campus and will be subject to continuous review by the University leading up to project completion. Construction Contractors who employ subcontractors are required to ensure that their subcontractors, if any, comply with this requirement.

3. ***Vendors and Suppliers of Goods and Services to be delivered to or performed on campus***

As a condition for continuous or intermittent access to University campuses or facilities, vendors and suppliers of goods and services must maintain a Covid-19 Safety Plan that complies with all federal, state, and local requirements. Companies are required to ensure that their subcontractors, if any, comply with this requirement. Plans must be provided to the University upon verbal or written request. Vendors and suppliers of goods and services must comply with the University's face-covering policy, physical distancing requirements, regular handwashing, and signage posted in the buildings they are entering.

Vendor and supplier deliveries must be facilitated through a University [Building Coordinator](#) for the school, college or department requesting the service(s). Coordinators will make arrangements with vendors and suppliers to make and receive deliveries at a centralized location in each building to minimize contact with faculty, staff, and students.

4. ***Tenants***

In addition to following all federal, state, and local requirements relative to COVID-19 safety guidelines and regulations, all Tenants must follow University COVID-19 safety guidelines as they pertain to building common spaces and relevant University lease provisions regarding the safe operation of their premises. Tenants who employ contractors, suppliers and delivery services as well as receive visitors to their leased space(s) must follow University COVID-19 common area building rules relating to physical distancing, wearing of masks, COVID-19 signage and personal hygiene. The Office of Real Estate will serve as the host and point of contact for all University tenant matters.

Tenants that regularly and consistently interact with University students, faculty, or staff may be included in the University's Screening, Testing, and Tracing Program and other public health interventions that are applicable to similarly situated University employees. The Provost and Senior Vice President for Operations will determine which tenants fall under this provision.

5. ***Patients and Clients Visiting University Clinics***

Patients and Clients must follow all protocols set forth in the clinic's approved [Plan for the Resumption of In-Person Healthcare Services](#)

6. ***Visiting Faculty and Research Scholars Appointed [Pursuant to University Policy](#)***

Visiting researchers must be appointed pursuant to University policy and must be listed on the approved personnel list which is a part of the unit's approved Recovery Plan ([Research Recovery Toolkit](#)). They must follow all protocols set forth in the unit's approved Recovery plan.

All visiting faculty and research scholars who will be on campus regularly will need to be assigned a COVID testing category. Schools/colleges will need to [request an Affiliate Account](#) for the visitor and send a ticket to [ithelp@bu.edu](mailto:ithelp@bu.edu) to assign a COVID category.

7. ***Visiting Students Invited [Pursuant to University Policy](#)***

Visiting students in laboratory settings must be a part of the approved personnel list which is a part of the research unit's approved Recovery Plan ([Research Recovery Toolkit](#)) and must follow all protocols set forth in the research unit's approved Recovery Plan.

All visiting students who will be on campus regularly will need to be assigned a COVID testing category. Schools/colleges will need to [request an Affiliate Account](#) for the visitor and send a ticket to [ithelp@bu.edu](mailto:ithelp@bu.edu) to assign a COVID category.

8. ***Prospective students***

Prospective students may visit campus; however, the Alan & Sherry Leventhal Center will be closed, and no information sessions or campus tours will be available. Please visit the BU [Admissions website](#) for more details. All visitors must comply with the safety protocols and guidelines established by the University.

9. ***Other visitors, on official University business, as approved by the relevant Dean or Vice President***

Deans and Vice Presidents may approve other visitors not cited above, provided that they comply with the safety protocols and guidelines established by the University. Hosts are required to fill out this [request form](#) and submit to their Dean or Vice President.

**Requirements for Boston University Hosts**

When a Host invites a Visitor to Boston University property, the following protocols are required to be in place:

- All Hosts must inform Visitors of this policy prior to their visit.
- To the extent possible, visits should be during low-pedestrian travel times and within places with as few people as possible.
- If any Visitors are showing symptoms of COVID-19 or otherwise are not following Boston University health and safety protocols, they will be asked to leave campus immediately.
- Hosts are responsible for collecting the contact information – names, email addresses, and phone numbers – of all Visitors. If there is a positive COVID-19 case, health officials may need this information for a contact tracing investigation.

**Exception Requests**

Requests for access to campus by other Visitors not described in this policy will be considered on a case-by-case basis and should be submitted to the relevant [Building Coordinator](#). The Building Coordinator will advance the request to the appropriate party for approval.