Campus Visitor Protocol

Purpose

UAB is committed to protecting the health and safety of students, faculty, and staff on our campus while serving the Birmingham community. It is critical that everyone on campus take precautions to minimize the spread of COVID-19. Visitors to the UAB campus are expected to follow and model compliance with the principles and procedures set forth on the UAB United website.

This guidance is subject to change with the introduction of additional public health guidelines from local, state, and federal authorities. Any updates will be communicated through the UAB United website. For the most current information, we encourage frequent and repeat visitors to refer to that website before each planned visit for the latest information about the University’s response to COVID-19. This guidance will be reviewed periodically and may be modified/discontinued/extended as the University continues to monitor the evolving COVID-19 pandemic.

Definition of a Visitor

This guidance applies to all UAB faculty, staff, and students who invite visitors to University facilities. Visitors to University buildings must have an academic, research, or administrative purpose associated with the mission of the University. A visitor(s) is any individual on campus not currently enrolled as a student and in good standing or who is not a current employee of UAB. This includes, but may not be limited to alumni/donors/trustees, visiting athletics teams, contractors, family members of UAB student(s)/faculty/staff, service providers/vendors, visiting students/scholars/staff, and volunteers/participants in programs and/or events.

This does not apply to:

- Individuals conducting business with UAB Human Resources or Financial Affairs (i.e., applicants, retirees/former employees),
- Human Research Participants or Clinical Study participants with an appointment for a study,
- Vendors who are on campus for an hour or less and observing campus health and safety protocols,
- Patients of UABHS facilities with an appointment,
- Employees or agents of regulatory agencies who must access campus for official business,
- Attendees at ticketed events,
- Individuals who are passing through campus and not accessing University buildings or outdoor spaces,
- Community members who are accessing University buildings in accordance with an individual membership or fee for service arrangement.
- Employees of related entities of UAB.

Health and Safety Requirements
- Visitors who are feeling ill or who have had a close contact with an individual testing positive for COVID-19 should not come to campus.
- Prior to arrival and on each day of access to campus, visitors are required to complete a health survey confirming the visitor is not experiencing or had COVID-19 symptoms in the past 14 days and not had a close contact with someone who has tested positive. Visitors who do not meet these conditions may not come to campus.
- Visitors who experience an onset of COVID-19 symptoms while on campus must leave campus immediately, report their symptoms or confirmed case to the University Compliance Office at 205-996-6540.
- Visitors must properly wear facemasks or a face covering when inside UAB buildings or outside on campus grounds. The State of Alabama also has a mask rule.
  - Athletic teams do not have to wear face coverings while participating in competition, permitted that they adhere to testing requirements and guidance developed by their conference, the NCAA and/or the University’s Athletics Department.
- Visitors should bring their own masks/face coverings and hand sanitizer.
- Visitors must maintain at least 6 feet of social distance from others.
- Visitors are required to follow any signage or instruction inside UAB buildings or outside on the campus (e.g., traffic flows, elevators, etc.)
- Visitors must follow these health and safety guidelines:
  - Monitor health regularly. If experiencing any COVID-19 symptoms, visitors are not allowed to be on campus. Visitors are not allowed on campus until they have been symptom-free for 10 days since the symptoms first appeared and 24 hours without a fever.
  - Wash hands frequently for at least 20 seconds, particularly after coming into contact with high-touch surfaces (i.e., doorknobs, handrails, and commonly-used equipment).
  - Avoid touching faces, particularly eyes, nose, and mouth, with hands to prevent infection.
  - We strongly encourage visitors from the state of Alabama to download the GuideSafe Exposure Notification App for quick notification of a close contact.
- Visitors are not tested for COVID-19 prior to visiting campus.
- If diagnosed with COVID-19 within 14 days of your visit to campus, visitors are required to notify the University Compliance at 205-996-6540 and cooperate fully with the University’s contact tracing and notification procedures. Visitors who have tested positive for COVID-19 may not return to campus until they have completed the isolation procedures set forth by the CDC.

**General Approval Process for Visitors**

- UAB employees who are hosting a visitor should submit a request for approval by the appropriate Department Chair/Org Admin/Dean/VP for approval at least 48 hours before the visit. This form will collect the following information:
  - Personal contact information (Information must be provided for each individual if a group is visiting)
  - Name of event, program, vendor or external organization, if applicable
  - Building(s) to be visited
  - UAB employee or student inviting the visitor to campus
- Anticipated arrival and departure date
- Presence of accompanying minors
- UAB business purpose for the visit

- If advance approval is required to plan for and book travel to campus, the request must be submitted and approved before booking travel. Purchased travel commitments do not negate the approval process.
- For general visitors, after approval is received the department issuing the invitation sends the visitor a campus clearance email and reminds the visitor that they need to bring a completed health survey with them when they visit campus. Visitors must be prepared to present the Campus Clearance email to enter a UAB building.
- It is the responsibility of the visitor to retain all confirmations of clearance to ensure access to UAB buildings. Visitors must be prepared to present the Green Campus Clearance Email to enter a UAB building.
- It is the responsibility of the hosting individual/department to meet the visitor at the door to the building, verify their campus clearance and collect their health survey.

School/Unit Visitors

- Meetings should continue to take place virtually whenever possible. In-person meetings should be held only if absolutely necessary and steps should be taken to provide other participants with a virtual option.
- Meetings should not include food/drink and refreshments should not be shared with visitors with the exception of bottled water.
- Avoid hugging or hand shaking.
- Large on-campus events targeted toward visitors are not allowed until further notice.
- The school/unit should limit the number of individuals in contact with the visitor and in-person meetings must observe social distancing requirements and masking.
- The school/unit should have procedures in place including notice/approval of the supervisor and buildings to be accessed and meeting itineraries in order to respond and support each potential visitor, including appropriate contact information for follow up if necessary.
- The unit or organization inviting the visitor to campus should retain a list of authorized visitors accessing University facilities.
- School and unit leadership, including units supervising students, are expected to provide internal support and guidance to plan how the visit will be managed to ensure health and safety of all parties, monitor their hosted visitors and provide the oversight to ensure compliance with these expectations as described on the UAB United website.

Special Requirements for Students

- Visitors are not allowed in any UAB residence hall.
- Students receiving a food delivery in a residence hall are required to meet the delivery person at the building entrance and take possession of the delivery. Students should observe the masking and social distancing guidelines (less than 15 minutes at 6 feet) to retrieve the delivery.
- Most student organizations will hold meetings virtually. Student organizations should not invite in person visitors at this time.
• Prospective students and any accompanying family who want to have a campus tour must wear a mask. Visitors with symptoms in the past 14 days or who have come in contact with a suspected or confirmed case of COVID-19 in the past 14 days should not come to campus. Tours are limited in size to ensure social distancing. Virtual tours are also available.

Friends and Families of Students

• Friends and families of students should consult this page on the UAB United website for the relevant guidelines.

Research Activities

• See the Research Office Resumption of Research FAQs regarding visits of external industry monitors.

Special Requirements for Vendors and Contractors

• Consult this resource for vendors and contractors.
• UAB employees who are hosting a vendor or contractor for more than an hour should submit a request for approval by the appropriate Department Chair/Org Admin/Dean/VP for approval at least 48 hours before the visit.
• For vendors and contractors, the request form must be forwarded to University Purchasing. University Purchasing will contact the vendor via email requesting completion of the Health form. On return of this form and review, University Purchasing sends a Campus Clearance email to the Vendor and the Department and reminds the visitor that they must bring the health survey with them on the day of their visit. Vendors must be prepared to present the Campus Clearance email and their health survey to enter a UAB building.
• It is the responsibility of the visitor to retain all confirmations of clearance to ensure access to UAB buildings.
• It is the responsibility of the hosting individual/department to meet the visitor at the door to the building, verify their campus clearance and collect their health survey.

Food Deliveries

• Employees receiving a delivery are required to meet the delivery person at the building entrance and take possession of the delivery. Employees should observe the masking and social distancing guidelines (less than 15 minutes at 6 feet) to retrieve the delivery.

Compliance

Visitors violating any requirements may be asked to leave campus. Repeated cases of failure to follow University requirements may result in extended prohibition from campus. Faculty and staff violating any requirements may be and be subject to discipline as may be appropriate. In addition, staff and faculty may be restricted from hosting future visitors to campus. Students violating any of these requirements may be subject to discipline as may be appropriate, per the Student Handbook.