

## **VISITOR POLICY FOR INFECTIOUS DISEASE PREVENTION**

### Statement of Policy:

In the event of an outbreak of a highly infectious and/or deadly disease, including a pandemic, the College will enact its policies to limit the spread of disease through human to human contact. Actions to minimize contact between infected and healthy individuals will range from the use of sick time, limitation or cancellation of events or localized closing, class dismissal, limiting campus access and visitors, and suspension of all services and operations. The College President in conjunction with the Executive Leadership Team, will determine which level of campus access and visitor limitations is needed to protect members of the Manor Community.

### Scope of Policy:

This policy applies to visitors to campus. Implementation of this policy will be the responsibility of the Department of Human Resources in conjunction with the Executive Leadership Team and Public Safety.

### Administrative Guidelines:

#### I. Definition(s):

- A. **Communicable/Infectious Disease:** A communicable disease (or infectious disease) is an infectious disease that is spread from person-to-person through casual contact or respiratory droplet exposure. Examples of communicable diseases include:
1. Pandemic Influenza
  2. Coronavirus
    - a. Specifically COVID-19
  3. Meningococcal meningitis (TB)
  4. Measles
  5. Mumps
  6. Hepatitis A
  7. Bioterrorism Event – using a communicable agent
  8. Other less serious infectious diseases, such as chicken pox, influenza, and community acquired MRSA skin infections will be handled on a case-by-case basis.

See full list of reportable communicable diseases in Appendix I as stated by the State of Pennsylvania (PENNSYLVANIA STATUTES TITLE 35. HEALTH AND SAFETY CHAPTER 3. PREVENTION OF SPREAD OF DISEASES DISEASE PREVENTION AND CONTROL LAW OF 1955 35 P.S. § 521.1 (2011)

B. **Visitor:** an individual who is not a current employee or student of the College.

II. Procedure to initiate limited campus access and visitors:

A. The College President, in consultation with Executive Leadership Team (ELT) as needed, will determine the appropriate level of limiting campus access and visitors.

1. Federal, state, and local governing authorities may provide guidance in making this determination.
2. Decisions regarding limiting campus access and visitors for an outbreak of influenza or other highly contagious disease will be guided by such factors as the epidemiology of the disease, its response (if any) to anti-viral or other medications, the availability of effective medications, specific at-risk groups, proximity of confirmed infection to a particular locale, and other factors.
3. Visitors/Vendors will be limited to only necessary individuals as determined by the College President and ELT.

B. Once determined, the Human Resources Department with the support of the ELT, the Office of Marketing Communications, and Public Safety will notify the community of this policy.

1. This communication will outline the restrictions on campus along with approved visitors and who is considered necessary.

III. Types of Visitors approved:

- A. Contracted vendors with prior approval
- B. Prospective students and their families
- C. Pre-approved volunteers

IV. Visitor Procedure:

A. Visitors/Vendors are to check in with the receptionist at the College reception desk in Basilead Manor before accessing any part of the campus. The receptionist will provide a visitor's badge to the visitor/vendor, which must be worn at all times. At the conclusion of the visit, the badge must be returned to reception.

B. All visitors must comply with the college practices on physical distancing and face coverings. Visits should take place outdoors or in areas that permit physical distancing.

C. All visitors/vendors must comply with federal, state, and/or local government regulations imposed upon the College.

D. Vendors who have contracted with the college may visit campus to deliver goods and services upon prior approval.

- E. Prospective students and their families may visit under the aegis of the admissions office and a college department.
  - 1. The College will determine the number of family members allowed on campus with the prospective student.
  - 2. The College may require that all prospective students and their families must schedule a campus visit before coming to campus.
- F. Volunteers pre-approved to assist with college academic or operational functions may visit under the direction of a supervisor.
  - 1. Volunteers may be restricted to certain areas of the campus.
- G. Resident Hall guest privileges will be suspended until further notice.
- H. Guidance for visitors who wish to attend athletic events will be determined based on forthcoming NCAA and NJCAA guidance along with the guidance from the Commonwealth of Pennsylvania.

V. Sanctions:

- A. Visitors who do not comply with the above policy will be asked to leave the campus and given a verbal warning.
- B. Visitors with repeated violations of this policy may be banned from campus.
- C. Employees and students found in violation of this policy by allowing visitors on campus without prior approval may be subject to discipline up to and including termination of employment/expulsion from the College.

VI. Relevant Policies

- A. Communicable Disease Protocol Policy – GP 0113
- B. Social Distancing for infectious disease prevention – HR 0125
- C. Removal of Guests – PS 0105
- D. No Trespass (Ban) Policy – PS 0106