

MISSOURI S&T – SAFE RETURN TO CAMPUS

VISITORS TO CAMPUS



Missouri S&T is committed to suppressing the spread of COVID-19 and providing a safe campus for employees, students and visitors. Visitors should follow these steps when coming to campus.

A visitor is defined as any person who is not a current employee or a current student. Sponsors or their staff should maintain a log of visitors as directed by the guidance for supervising employees on coronavirus.mst.edu (click “return to campus”).

Individuals providing routine services to areas or contracted to provide a service to an area will not need to follow the visitor process. They will follow their company policies for infection control and social distancing.

STOP THE SPREAD

- Check your temperature before coming to campus.
 - ▶ If you have a temperature greater than 100° F, do not come to campus.
 - ▶ If you feel sick but do not have a fever, do not come to campus.
- Maintain a distance of six feet, and honor social distancing.
- Please bring a cloth face covering with you to campus.
 - ▶ Wear a cloth face covering that covers the mouth and nose if you are unable to maintain six-foot social distancing.
 - ▶ Cloth face coverings are required in public spaces on campus.
- Wash your hands frequently for 20 seconds or use an alcohol-based hand sanitizer.
 - ▶ Avoid touching your eyes, nose and mouth.
 - ▶ Cough and sneeze into your elbow or tissue. Dispose of the tissue and wash your hands.
- Visit cdc.gov/coronavirus for guidance from the CDC on domestic travel in the U.S.
- Visit coronavirus.mst.edu for updated S&T guidance.



VISITOR PROCESS

1. All campus visitors, which includes anyone who is not a current employee or student, will have a sponsor who is responsible for them. This sponsor must be a current employee who will track and monitor their visitor on campus.
2. All visitors will provide their name, phone number, address, email address, and the date and time of their arrival and departure on campus.
3. All visitors will fill out the **Campus Visitor Request Form**.
4. While on campus, all visitors will wear face coverings. Please see the **CDC guidelines** for more information.
5. If a visitor becomes ill within two days of coming to campus, please email **COVID@mst.edu**.

SPONSOR RESPONSIBILITIES

1. As a visitor sponsor, you need to know where your visitor has been in the 14 days before their visit.
2. If your visitor is traveling to campus from outside the U.S. or from an area in the U.S. with a high incidence of COVID-19, please email **COVID@mst.edu** for guidance. If you are not sure, please email for guidance. If your visitor is coming from an area where stay-at-home orders are in place, you must email **COVID@mst.edu** before you decide to bring them to campus.
3. As a sponsor, you are asked to track the following information: the visitor's name, phone number, address, and the date, time, and locations the person visited on campus. If there is a need for contact tracing, you will be asked to provide this information.
4. You will be asked to provide your visitor with the information in the Stop the Spread section of this document (reverse side).
5. Sponsors should not host more than 10 visitors at a time. All visitors will be expected to honor six-foot social distancing and wear a face covering. If that is not possible, please ask the visitors not to come to campus at this time.
6. It is the sponsor's responsibility to ensure visitors are not using the same space as other visitors.
7. Once you have completed the visitor form, keep it for 30 days in an easily accessible location in case you are asked to provide it for tracking purposes.
8. If you have additional questions, please direct them to **COVID@mst.edu**.