

VISITING SCHOLAR REQUEST FORM

Today's date: _____

Scholar's name: _____

Location visitor is traveling from: _____

Rolla address (if known): _____

Email: _____

Phone: _____

Date expected to arrive in Rolla, Missouri.: _____

Purpose of visit: _____

Names and ages of any dependents traveling with you:

VISITING SCHOLAR ACKNOWLEDGEMENT

I have read the Missouri S&T campus Visiting Scholar Process and agree to comply with the guidelines below.

- Complete this form and send it to your sponsor. If approved, one of our health care team members will give specific guidance to you and anyone who may be traveling with you. **Be prepared to self-quarantine for up to 14 days before working on campus, with guidance from Student Health Services per CDC recommendations.**
- Once the self-quarantine period has been completed, check your temperature before coming to campus each day. 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. Email covid@mst.edu or call 573-341-4902.
- 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 a tissue. Dispose of tissue and wash your hands.
- 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, and when 6-foot distancing is not possible.
- Maintain a distance of six feet, and honor social distancing.
- Visitors to campus are discouraged at this time. If anyone traveling with me should need to visit campus, they must be pre-approved under the campus **Visitor Process**.
- Visit coronavirus.mst.edu for updated guidance.

VISITING SCHOLAR SIGNATURE

DATE

MISSOURI S&T – SAFE RETURN TO CAMPUS

VISITING SCHOLAR REQUEST FORM

FACULTY SPONSOR INFORMATION AND ACKNOWLEDGEMENT

Name: _____

Campus department: _____

Email: _____

Campus phone number: _____

I have read the Missouri S&T campus Visiting Scholar Process and agree to comply with the guidelines below.

- Visiting Scholars must complete the Visiting Scholar Request Form and return it to the sponsor. The sponsor must complete the sponsor portion and submit it to the department chair or director for approval.
- Once approved, the sponsoring department must email it to covid@mst.edu at anytime, but no later than 30 days prior to the scholar’s planned arrival to Rolla.
- As a visiting scholar sponsor, you need to know where your scholar has traveled from and assist them with travel arrangements and accommodations for up to a 14 day self-quarantine, with guidance from Student Health Services per CDC recommendations.
- You must provide your visiting scholar with the Stop the Spread guidance prior to their arrival for work on campus.
- If you have additional questions, please direct them to **covid@mst.edu**.

FACULTY SPONSOR SIGNATURE

DATE

DEPARTMENT CHAIR OR DIRECTOR USE ONLY

Request approved Request denied Date: _____

DEPARTMENT CHAIR OR DIRECTOR SIGNATURE