



# UMB Recovery | Novel Coronavirus (COVID-19)

## COVID-19 Visitors Guidance

*August 17, 2020*

**Purpose:** This guidance provides the framework for a visitor accessing UMB-owned or -occupied facilities to ensure consistency with health and safety practices of the University. The guidance is intended to satisfy academic semester(s) fall 2020, with extension into spring 2021 as necessary.

**Applicability:** This guidance applies to broad audiences who are non-UMB employees or UMB students. Visitor is a term all-encompassing to include but not limited to: contractors and service providers, visiting scholars and researchers (national and international), clinical research patients, community representatives and minors, Boards of Visitors, public officials, prospective or visiting students, clients, field placement and experiential learning representatives, guest lecturers, and volunteers. A visitor may be participating in activities related to studying, attending events, or accessing services. Unique operating procedures may be required to supplement this guidance to meet the needs of various programs.

**Exclusion:** This guidance does not apply to anyone with a UMB One Card or contractors that are contractually required to maintain 24/7 access to campus.

### Planning considerations:

1. The frequency and duration of a visit.
2. The requirements for visitor self-monitoring and acknowledgment of health and safety practices.
3. The legal considerations for minors.
4. The balance between central administration needs and honoring the operating environment and expectations established by UMB and the schools.
5. The requirements to implement, coordinate, and communicate with visitors.

### Definitions:

1. Routine access: A recurring and regular instance where a visitor requires access to UMB-owned and -operated facilities, and is accessing campus on a full-time basis for regularly scheduled shifts that are considered mission critical. Examples include an international scholar, research volunteer, or a returning student or recent graduate regularly studying on-campus.
2. Intermittent access: An instance where a visitor requires access to UMB-owned and -operated facilities on an intermittent part-time basis. Examples includes a UMB CURE Scholar or a field instructor.
3. Infrequent access: An instance where a visitor is only visiting for a brief and infrequent period and requires access to UMB-owned and -operated facilities for a minimal amount of time. Infrequent access is

generally defined as one half day up to four half days per month. These visitors are accessing UMB facilities on a sporadic basis. Examples include a community member in the Community Engagement Center, prospective student, or a Southern Management Corporation (SMC) Campus Center walk-in visitor.

4. Visitor: A non-UMB person who requires access to UMB-owned or -operated facilities.
5. Sponsor: A UMB representative who sponsors a visitor's access onto campus and who is responsible for coordinating, communicating, and maintaining compliance for visitor management requirements.

## Health and Safety Recommendations:

1. A visitor is required to [wear a non-medical cloth face covering](#), maintain physical distancing, and uphold good hygiene practices inside of UMB-owned or -operated facilities. A visitor unable to wear a face covering will be provided with a reasonable accommodation.
2. Depending upon the frequency and duration, a visitor's health and safety recommendation will vary.
  - a. For a visitor requiring routine access (high frequency, high duration), a SAFE on Campus form with an accompanying negative COVID-19 test result, and UMB COVID-19 Training for Non-UMB Employees are required.
  - b. For a visitor requiring intermittent access, a [self-certified acknowledgment form](#)  DOCX and UMB COVID-19 Training for Non-UMB Employees are required.
  - c. For visitor requiring infrequent and non-recurring access, completion of a [self-certified acknowledgment form](#)  DOCX is required.
3. Sponsors will make their visitor(s) aware of safety and health requirements through email, orientation, or training, in addition to inquiring about the need for reasonable accommodations.
  - a. Sponsors liaising with a contractor or service provider should request the organization's COVID-19 health and safety plan and make every effort to obtain an acknowledgment form, when feasible.
  - b. Sponsors are responsible for communicating to their international visitors arriving from overseas that, pursuant to [U.S. Centers for Disease Control and Prevention \(CDC\)](#)  guidance, they are required to self-isolate for the CDC-required number of days prior to their scheduled UMB visit.
4. Children are not allowed on campus unless part of an organized UMB program.
5. UMB's testing and symptom monitoring requirements apply only to *routine access visitors* at this time.

## Process

1. A visitor should be accessing UMB-owned or -operated facilities as a result of a scheduled visit.
  - a. Where the visitor's presence is usually unscheduled, alternate procedures can be created and approved by a dean, vice president, or designee.
2. The sponsor assembles invitation details, visitor needs, number of visitors, date, location, and the nature of the visit. The sponsor is responsible for communicating expectations to the visitor, as well as coordinating internally to receive approval for their visit.
3. Subject to a school or unit-specific plan that outlines a different process, a dean, vice president, or designee reviews and informs the sponsor whether the visit is approved (or modifications are required). The sponsor should outline any risk factors that should be considered before the visit is approved, to include date, time, and the visitor's activity.
4. A Recovery Task Force notification to [COVID-RECOVERY@umaryland.edu](mailto:COVID-RECOVERY@umaryland.edu) is required if more than 10 visitors are expected at one time per activity.
5. The sponsor confirms the scheduled visit and provides arrival instructions.

- a. A visitor participating in a clinical trial is expected to follow standard practices of care, which require participation in a medical evaluation the day before and the day of their scheduled visit.
  - b. The sponsor will notify the Office of International Services if coordinating with an international visitor.
6. The visitor will be instructed to arrive to the main entrance of the facility and check in at the security desk. Every effort must be made to provide the names of the approved visitor to the security officer in order to verify approved visits.

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