



# UMB Recovery | Novel Coronavirus (COVID-19)

## COVID-19 Visitors Guidance

*August 17, 2020 (updated May 19, 2021)*

*Effective June 1, 2021*

**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 regarding COVID-19. The Guidance is intended to apply during academic semesters Spring 2021, Summer 2021, and Fall 2021. School and unit visitor policies must align with this Guidance while it is in effect.

**Applicability:** This Guidance applies to any visitor accessing UMB owned or occupied facilities.

**Exclusion:** This Guidance does not apply to UMB faculty, staff, or students, or to any person with an active and authorized UMB One Card. This Guidance also does not apply to campus contractors, subcontractors, vendors, or service providers (who are subject instead to the [UMB Updated COVID-19 Guidance for Contractors](#)).

### Planning considerations

1. The frequency and duration of a visit.
2. The requirements for 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. A visitor may access a service provided by UMB and its Schools which is a fundamental part of the institution's service mission.
5. The requirements to implement, coordinate, and communicate with visitors.
6. Unique operating procedures may be required to supplement this Guidance to meet the needs of various programs.

### Definitions:

1. *Routine access:* Access on a recurring, regular, 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:* Access on an intermittent, part-time basis. Examples include a CURE Scholar or a field instructor.
3. *Infrequent access:* Access on a sporadic basis for brief and infrequent periods, and for a minimal amount of time. Infrequent access is generally defined as one to four half days per month. Examples include a community member in the Community Engagement Center, a prospective student, or a Southern Management Corporation (SMC) Campus Center walk-in visitor.
4. *Visitor:* A non-UMB faculty, staff, or student, who requires access to a UMB owned or operated facility. Visitor is an all-encompassing term, to include but not be limited to: visiting scholars and researchers (U.S. and international), clinical research subjects, 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 or attending events.
5. *Sponsor:* A UMB faculty, staff, or student who sponsors a visitor's access onto campus.

### Health and Safety Recommendations for Visitors

1. Depending upon the frequency and duration of the visit, health and safety recommendations for the visitor may vary:
  - a. *Routine access* requires: (1) a daily submission of the [UMB SAFE on Campus](#) questionnaire.

b. *Intermittent access* requires: (1) a [UMB Visitors COVID Acknowledgment Form](#) PDF; and (2) the [Episodic Self Monitoring Symptom Form](#) is optional.

c. *Infrequent access* requires a [UMB Visitors COVID Acknowledgment Form](#) PDF. The [Episodic Self Monitoring Symptom Form](#) is optional.

2. When accessing UMB owned or operated facilities (including outdoor locations), all visitors must comply with the [UMB Updated Face Covering Policy](#). That policy requires a visitor to wear a non-medical cloth face covering, maintain physical distancing, and uphold good hygiene practices.

a. A visitor who is not able to safely wear a face covering may be provided with a reasonable accommodation.

b. Sponsors must make their visitor(s) aware of COVID-19 safety and health requirements through email, orientation, or training, in addition to inquiring about the need for reasonable accommodations.

3. Sponsors are responsible for communicating to their international visitors arriving from overseas about compliance with guidelines of the [U.S. Centers for Disease Control and Prevention \(CDC\)](#), [State of Maryland](#), and City of Baltimore.

a. The sponsor should notify the Office of International Services if coordinating with an international visitor

4. Children are not allowed on campus, except as part of an organized UMB program (for example, CURE scholars) or otherwise in exigent circumstances. The [UMB minors policy](#) should be followed at all times.

### Process

1. A visitor should be accessing UMB owned or operated facilities only as a result of a scheduled visit.

a. However, if the visitor's presence is usually unscheduled, alternate procedures can be created and approved by a Dean, VP, or designee.

2. The sponsor is responsible for coordinating, communicating, and maintaining compliance for visitor management requirements. The sponsor is responsible to assemble invitation details, visitor needs, number of visitors, date, location, and the nature of the visit.

3. The sponsor is responsible for communicating expectations to visitors, as well as coordinating internally to receive approval for their visit.

4. Subject to a school or unit-specific plan that outlines a different process, a Dean, VP, or designee is responsible to review and inform 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, including date, time, and the visitor's activity.

5. If more than 25 visitors are expected at one time per activity, the sponsor must notify the Recovery Task Force at [COVID-RECOVERY@umaryland.edu](mailto:COVID-RECOVERY@umaryland.edu).

6. The sponsor is responsible to confirm the scheduled visit and to provide arrival instructions to the visitor.

7. 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 the scheduled visit.

8. The visitor should be instructed to arrive to the main entrance of the facility and check in at the security desk. The name of the visitor should be provided to the security officer in order to verify approved visits.

### Administrative Notes

1. The Guidance is subject to change due to the evolving nature of COVID-19.

2. For questions about this Guidance, please email [COVID-RECOVERY@umaryland.edu](mailto:COVID-RECOVERY@umaryland.edu).

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