

## Visitor Policy – Fall 2020

Vanderbilt University deeply values its neighbors, community partners, and visitors that make our campus community so vibrant. However, as part of our comprehensive efforts to limit the spread of COVID-19 at Vanderbilt, throughout the city of Nashville, and beyond as much as possible, we have made the difficult decision to limit the presence of visitors on campus, and to impose certain heightened expectations of visitors who are permitted on campus, effective July 31, 2020 until further notice as follows:

- **Visiting researchers and research participants:** Certain categories of visitors are permitted in research spaces under the [Research Ramp-Up process](#), including approved users of [VU Cores Facilities](#) and approved human subjects research participants. In addition, in exceptional cases where there are high-priority, compelling and critical needs that demonstrate why the research cannot be done remotely or by a Vanderbilt researcher, visiting researchers may be allowed upon approval from the relevant Dean and/or the Provost. (For purposes of this policy, visiting researchers are those persons who do *not* have a formal VU appointment/VU ID.)
- **Prospective undergraduate students:** Campus tours and other on-campus undergraduate admissions activities are currently suspended, and access to campus buildings is limited to university students, faculty, and staff. We encourage prospective students to explore the [online resources available through Vanderbilt Admissions](#). These resources include virtual visit options, webinars, information panels with current students and other opportunities to connect.
- **Prospective graduate and professional students:** Graduate and professional student recruitment activities and interviews should be conducted remotely via video- or teleconferencing tools such as Zoom. In exceptional cases, in-person activities and interviews may be conducted with the approval of the relevant Dean. If it is a prospective graduate student interview, the college/school associate dean should inform the dean of the graduate school prior to the visit. All in-person activities must be conducted consistent with the university's COVID-19 protocols, including limits on the size of gatherings. Group meals are discouraged and any that do take place should be catered on campus under all COVID-19 physical distancing and gathering protocols.
- **Prospective faculty, postdoctoral fellows, and staff:** Faculty, postdoc, and staff activities and interviews should be conducted remotely via video- or teleconferencing tools such as Zoom. In exceptional cases, in-person activities and interviews may be conducted with the approval of the respective Dean or Vice Chancellor; generally, such activities and interviews should be extended only to a small number of finalists, and all in-person activities must be conducted consistent with the university's COVID-19 protocols. Group meals are discouraged and any that do take place should be catered on campus under all COVID-19 physical distancing and gathering protocols. Hiring officers/committees are encouraged to use the same format (virtual or in-person) with all candidates at each stage of a hiring process so none are disadvantaged. For faculty recruiting, the college or school should inform the Office of Faculty Affairs if they plan to invite a candidate to campus for an interview *before* the scheduled visit. For postdoctoral fellow recruiting, the college/school (hiring unit) should inform the Office of Postdoctoral Affairs. For staff recruiting, the unit should inform HR.
- **Non-degree/auditing university students:** Students enrolled in Vanderbilt courses (whether for credit or auditing) are permitted to come to campus. They are required to complete an appropriate Acknowledgment document and comply with VU's COVID-19 protocols.
- **Non-Vanderbilt interns and observers:** No non-Vanderbilt student interns or observers are permitted on campus until further notice; student interns or observers who can participate solely in a remote format are permitted.

- **K-12 students in Vanderbilt programs:** Student participants in certain programs conducted by Peabody College in cooperation with Metro Nashville Public Schools are permitted to come to campus, on the condition that in-person instruction is permitted by MNPS. Students are required to complete an appropriate Acknowledgment document and comply with VU's COVID-19 protocols. No other K-12 students are permitted on campus until further notice.
- **Non-Vanderbilt invited speakers or performers:** Events (conferences, seminars, concerts, etc.) featuring invited speakers or performers should be canceled, postponed, or conducted remotely (live-streamed or asynchronously).
- **Public officials and other high-profile individuals:** Units sponsoring visits by individuals seeking to meet with university officials should contact the Office of Government and Community Relations or the Chancellor's Office to discuss arrangements. Such visits must be approved by the relevant Vice Chancellor or the Chancellor and must comply with University COVID-19 protocols.
- **Safety inspectors and other government regulatory or enforcement agencies:** To the extent possible, individuals seeking to come to campus to meet with university officials should contact Mya Batton in the Office of Risk and Insurance Management in advance to ensure appropriate safety guidance is provided.
- **Suppliers, contractors, and vendors:** These persons must submit the [Supplier Return to Campus Acknowledgment](#) prior to being granted permission to be on campus, and comply with University COVID-19 protocols while on campus.
- **Recruiters and employers:** All recruiting events sponsored by the [Career Center](#) will be conducted virtually this fall. For graduate and professional colleges/schools, approval is required by the respective Dean with adherence to all COVID-19 protocols.
- **Family members (including minor children) of students, faculty, and staff:** To limit the number of people present in campus buildings, regrettably these individuals are not permitted in campus buildings until further notice. The Dean of Students Office may grant exceptions when necessary for the health/safety of a student. Family members may come to campus during move-in, and one family member may serve as a move-in assistant who enters the residence hall with the student. This does not include residential faculty and their immediate family members who live on campus. Additionally, family members who are dropping off and picking up children from The Acorn School locations and The Susan Gray School are exempt but must abide by all university protocols at these locations.
- **Athletics competitions:** Attendance at these events will be addressed separately. The Athletics Department will abide by the guidelines in this policy for all other visitors.

Consistent with the above:

- Campus buildings will not be open to the general public; administrative and lab buildings' exterior doors will be locked, and access to classroom buildings will be limited outside of hours when classes are held. Vanderbilt students, faculty, and staff and postdoctoral fellows will have access to buildings using their Vanderbilt card/badge.
- Indoor campus dining facilities (including Rand, Commons) will be restricted to those with an active Vanderbilt meal plan.
- Spaces such as **The Jean & Alexander Heard Libraries**, the **Fine Arts Gallery**, and the **Wond'ry at the Innovation Pavilion** are closed to the public until further notice. Information about remote events and resources can be found on the websites associated with these buildings and centers.
- Because logistics are especially difficult for persons traveling from international locations, international visitors are strongly discouraged. Any visitor arriving from an international location must follow the same

policy as Vanderbilt affiliates: self-quarantine for 14 days in another location off campus before coming to campus.

### Exceptions

Exceptions to the limits described above may be granted by the appropriate Dean or Vice Chancellor. Any exception should be sought as far as possible in advance, and in all cases at least a week in advance. Where an exception is sought, the requester should provide a compelling rationale (e.g., why the goals of the visit cannot be attained virtually or at another time) and the proposed itinerary for the visit, including any group meetings. The university will not pay for, or reimburse expenses for, visits that are not approved in advance. Deans or Vice Chancellors will approve exceptions based on an assessment of: (1) the need for the requested visit now instead of at some later time; (2) the immediate importance of the requested visit to the university's core mission of teaching and research; and (3) the potential long-term consequences to the university of not hosting the requested visit now.

### Expectations for all approved/permitted visitors

Where an exception has been granted consistent with the above, Vanderbilt personnel are responsible for informing their visitors about Vanderbilt's COVID-19 protocols and supporting their full compliance with those protocols. Visitors must complete a Visitor Acknowledgement form at least a week in advance of their arrival on campus and the form will be distributed to the visitor, collected and held by their Vanderbilt sponsor. Visitors over several days may also be required to document health insurance coverage. Any visitor arriving from an international location must follow the same policy as Vanderbilt affiliates: self-quarantine for 14 days in another location off campus before coming to campus. Any visitor who tests positive for COVID-19, or is established to be a close contact to a COVID-19 positive person, is expected to notify their Vanderbilt sponsor (and must participate in contact tracing, as appropriate) so that the university can take the necessary mitigation actions. Visitors who fail to comply with Vanderbilt's COVID-19 protocols (including but not limited to expectations regarding face masks/coverings and physical distancing and gathering protocols) may be asked to leave campus.