



Pace University Visitors Policies and Protocols FY2020-21

The policies and procedures outlined here are intended to protect the Pace Community, while providing safe access to campus for those who are invited to Pace campuses. As guidance **from state, local, and federal authorities** may change over the coming months, access to campus by visitors may change. At all times, guidance from state, local and/or federal authorities supersedes this guidance.

This policy is in effect as of July 20, 2020 and remains in place through June 30, 2021. This policy only allows access to our campus by Pace faculty, students, staff, and invited, visitors (registration and screening process defined below).

All visitors to campus will be required to abide by University policies regarding the following:

- Wearing of face coverings. Visitors must wear an acceptable face covering any time they are in any campus building and must wear face coverings at all times as directed by Pace signage and/or Pace faculty or staff. Visitors must also wear face coverings any time 6 feet of social distance cannot be maintained while outside of any Pace campus building and should be prepared to don a face covering if another person unexpectedly comes within 6 feet. Acceptable face coverings include cloth-based face coverings (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields that cover both the mouth and nose. Pace will provide disposable face coverings if visitors do not have their own.
- Maintaining social distance of 6 feet wherever possible.
- Following instructions from University personnel, and signage regarding access to campus spaces.
- Prior registration and completion of a CDC questionnaire which attests to the absence of COVID-related symptoms (see procedure below).

Pace reserves the right to deny access and/or remove any visitor who does not follow this policy.

Pre-Registration and Screening Process

All visitors to Pace campuses will be required to complete a screening questionnaire, except as provided below for delivery personnel. The results of the screening will be reviewed by the person who has issued the invitation. Only those visitors who received a green check will be permitted on campus. It is the responsibility of the person issuing the invitation to notify the potential visitors of their status and whether or not they will be permitted on campus. Each visitor must display the result of their screening to security upon arriving to campus.

NYC Campus: The person inviting the visitors will register the visitors via the Splan visitor management software. Potential visitors to the NYC campus will be asked to complete a screening questionnaire through [Splan Visitor Management System](#) prior to their visit.

Plesantville and the Elisabeth Haub School of Law campuses: The person inviting the visitor to campus, will send the potential visitor a link to the screening tool via the [Teamworks](#) site as outlined on the attached workflow.

Campus Visitors

- In order to reduce density on campus, we are limiting the types of visitors allowed on campus. No visitors, including alumni, friends of students, faculty or staff will be allowed in any campus building, unless they have been pre-approved to attend an on-campus event and have registered in advance. This includes access to the Pace libraries by alumni.
- No visitors are to be allowed in the residence halls at any time. This includes current students on leave, commuter students, residential students visiting other students within their own hall or other residence halls and townhouses. The only exception is that two family members or friends are permitted inside the residence hall to assist a student during move-in and move-out.
- In the fall 2020 semester, internal events are for Pace Community members only (faculty, staff, and students). No outside visitors will be permitted to attend so we can prioritize Pace Community involvement and maintain social distancing. Invited guest speakers, performers, and vendors are excluded from this restriction. Student Affairs, schools/colleges, and administrative departments on each campus will work with their staff, faculty, and student organizations to enforce this policy.

For external groups renting Pace facilities, all visitors must follow guidance set forth above. Each group must have a designated Pace contact who will review their health screenings and be a point of contact while the group is on campus. Each group will have access only to the space(s) identified for the purpose of their visit. External groups will be required to agree to terms outlined in the Facilities Use Agreement

Contractors, and those doing work on Pace Campuses.

- Contractors will be required to follow the guidelines outlined above. Like Pace employees, they must check in each day via the Teamworks or Splan site, and must display their approval to be on campus to security when entering the campus, or when asked.
- Each contractor must be cleared to enter campus by Pace staff supervising their work.
- If vendors are called to campus in response to an emergency, the department responsible must notify security. Security will direct them to complete the screening questionnaire before they will be allowed to proceed to the worksite.

Delivery Personnel

- Following guidance from the CDC, delivery personnel are not required to complete the health screening. They must wear acceptable face coverings (defined above) and follow social distancing protocols. See [Mail Services](#) for information on package delivery.

- There will be no individual food delivery to any campus room, office or residence halls. Food delivery is to be managed as follow on each campus:
 - On the NYC campus, deliveries will be made to the lobbies of each building/ residence hall. The delivery person will call the recipient for them to pick up their order.
 - On the PLV campus, deliveries will be made to the lobbies of the building/residence hall designated by the recipient. All deliveries to the Townhouses will be made to the Townhouse circle. The delivery person will call the recipient for them to pick up their order.
 - On the WP campus, deliveries will be made to the security booth at the main entrance. The delivery person will call the student for them to pick up their order at the security booth.

Athletics

- Goldstein Athletic has suspended all community memberships. This will continue through December, 2020. This will allow students to have priority use of the gym and equipment.
- We will allow visitors to Goldstein Athletic who are being taught by members of the Pace Staff (e.g., swimming lessons). Participants will be dropped off only. No parents or guardians will be allowed in any Pace building when dropping off or picking up. Face coverings must be worn at all times unless not feasible to do the activity (e.g. swimming).
- Groups renting Pace athletic facilities (outdoor only at this point in time) will follow all visitor guidelines noted for external groups. No spectators will be allowed for practices; drop off and pick up only with families staying in their cars.

Prospective Students and Families

- All prospective students and families must pre-register for events.
 - In Pleasantville, should a prospective or current student arrive at the security booth without an appointment, they will be provided information on how to pre-register. They will not be allowed on campus unless they are pre-registered.
 - In NYC, should a prospective or current student arrive at security without an appointment, security will notify Welcome Center staff who will direct them to complete the pre-screening and find an available tour spot.
 - In WP, should a prospective or current student arrive at the security booth without an appointment, they will be provided information on how to pre-register. They will not be allowed on campus unless they are pre-registered.