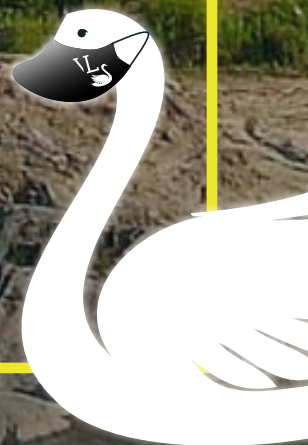




Vermont Law School Summer 2021

**VISITOR
POLICY**





I. DEFINITIONS

CASUAL VISITOR – One who has not been invited to campus or is not expected by any student or employee on campus.

ESSENTIAL VISITOR – Contractors, service providers and other contracted vendors or community partners providing an essential service to our campus community, including but not limited to delivery services, cleaning services, and technological and building support.

FORMAL APPOINTMENT – An appointment created by Vermont Law School officials for necessary Vermont Law School business purposes. This includes prescheduled prospective student visits hosted by the admissions office as well as prescheduled client visits hosted by VLS clinics.

INVITED VISITOR – Individuals invited to campus by a Vermont Law School employee or student.

VISITOR – Anyone who is not a student or employee of Vermont Law School.

VISITOR HOST – Any school official or school employee who invites an Essential Visitor or Invited Visitor on Campus and is subject to the requirements in Section II. Only Essential Visitors (with prior written approval as described in Part A) and Invited Visitors with a Formal Appointment (with prior written approval as described in Part A) are allowed on campus and subject to the requirements in Parts A and B below. No external organizations may host events or any type of Visitor on campus.

II. SUMMER 2021 VISITOR POLICY

A. VISITOR HOST RESPONSIBILITY

Any Visitor Host must take the following actions in advance of the arrival of the Essential Visitor or Invited Visitor with a Formal Appointment:

- Seek approval for all Essential Visitors and Invited Visitors with Formal Appointments in writing from Lorraine Atwood, Cynthia Lewis, Beth McCormack or Betsy Erwin, unless prior approval is not possible due to an emergency situation. Prospective student visits and clinic client visits with a scheduled appointment do not require approval.
- Ensure that Essential Visitors and Invited Visitors with a Formal Appointment have an obvious and documented relationship with VLS that furthers VLS's academic mission and essential operations.
- Inform Essential Visitors and Invited Visitors with a Formal Appointment that upon arriving to campus, they are expected to follow all Vermont Law School Visitor Safety Protocols while on campus.
- Provide, require completion of, and retain in your files the completed Visitor Health Safety Questionnaire (see page 3).
- Bar campus access to any visitor who answers yes to questions six through nine in the Health Safety Questionnaire.
- Ask the Visitor to notify the Visitor Host if they contract symptoms of COVID-19 or receive a positive diagnosis within 14 days of their visit.

B. VISITOR SAFETY PROTOCOLS

Prior to arriving on campus, Essential Visitors and Invited Visitors with a Formal Appointment must:

- Follow any quarantine guidelines that may be in effect as directed by the State of Vermont guidelines.
- Visit Vermont Law School's COVID site at vermontlaw.edu/resources/covid19 to stay informed of any updated policies, notices, or information pertaining to VLS's response to COVID 19. The information posted will supersede any previously released guidance.
- Complete the Visitor Health Safety Questionnaire (attached). Hard copies will be available on site.
- Abstain from coming to campus if the Essential Visitor or Invited Visitor with a Formal Appointment reports they are experiencing any symptoms or have reason to believe they have been exposed to COVID-19.
- Wear a face mask that fits snugly around the nose and mouth at all times on campus. Face shields or bandanas are not acceptable.
- Wash/sanitize hands immediately prior to coming to campus and periodically throughout the visit.
- Maintain physical distancing while on-campus and stay six feet apart from any students, faculty or staff.

These protocols may be evaluated and adjusted as the semester progresses.

Dated: May 13, 2021

VLS VISITOR HEALTH SAFETY QUESTIONNAIRE

1. Date	
2. Name	
3. Contact Phone Number	
4. Company	
5. Vermont Law School Host (Who invited you to campus today)	
6. Do you have a fever, chills, or feel feverish today?	
7. In the past 14 days, have you been in close contact with someone who has tested positive for COVID-19?	
8. Are you experiencing new or worsened respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath? (Those with symptoms known to be related to seasonal allergies may answer, "no.")	
9. Have you had any of the following symptoms: loss of sense of smell or taste, muscle aches, diarrhea, nausea, vomiting, repeated shaking with chills, or a rash?	

By signing this form, I certify that I will alert my VLS Host if I contract COVID-19 symptoms or receive a positive test within 14 days of my visit to campus. Please leave this completed form with your Vermont Law School Host.

Signed,



#SWANSFLYTOGETHER

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