



## Campus Visitor Intake Protocol During COVID-19 Pandemic

Bluefield College hosts a number of visitors to campus as part of its normal day-to-day operations. Employees hosting visitors to campus should identify visitors ahead of time and record answers to the following questions. Please make every effort to complete this form two (2) days before the visit. It is the responsibility of each employee hosting a visitor to campus during restricted access and travel periods to complete this form as the College official. If a visitor declines to comply with intake protocol(s), it will result in immediate denial of access to campus until campus restrictions are lifted.

For unscheduled visitors to campus, please do your best to isolate them until an intake form can be completed. If the unscheduled visitor to campus declines to comply with intake protocol(s), please contact Campus Safety at 304.887.1795 for immediate assistance.

Employee: \_\_\_\_\_

Visitor Name: \_\_\_\_\_

Visit Date: \_\_\_\_\_

Visit Purpose: \_\_\_\_\_

- 1) Have you or a member of your immediate circle been in contact with anyone with COVID-19?

Answer: \_\_\_\_\_

If yes: Please postpone visit for 21 days to campus.

If no: Please continue with questionnaire.

- 2) Have you or a member of your immediate circle traveled to an area that has been affected by COVID-19 (CDC Level 2 and Level 3 areas)?

(Please utilize <https://wwwnc.cdc.gov/travel/notices> to review areas)

Answer: \_\_\_\_\_

If yes: Please postpone visit for 14 days to campus.

If no: Please continue with questionnaire.



- 3) Are you or a member of your immediate circle presenting any flu-like symptoms at this time? If so, please elaborate in your answer.

Answer: \_\_\_\_\_

If yes: Please postpone visit for 14 days to campus.

If no: Please share with visitor that we look forward to their visit and encourage them to follow CDC guidelines on hygiene.

Please send a copy of the completed questionnaire to Jordan Dillon at [jdillon@bluefield.edu](mailto:jdillon@bluefield.edu) to be recorded.