



## Guests & Visitor Policy

### All Guests & Visitors

ASL hosts a number of visitors to campus as part of its normal day-to-day operations. When possible, employees are encouraged to conduct as many meetings as possible using social-distancing means (virtual meetings, phone conferences, etc.).

**All guests and visitors to ASL campus will be required to first receive a COVID-19 test and send the results to Abigail Wescott, [awescott@asl.edu](mailto:awescott@asl.edu) before arriving to campus. Visitor COVID-19 testing should be administered on the day of arrival to campus and can be used for up to one week as long as the individual does not leave the immediate area. Before traveling please check: <https://globalepidemics.org/key-metrics-for-covid-suppression/> to make sure that the area in which you are traveling from is not in the red. If it is a red area, the individual will not be allowed on campus. Any planned visitor should fill out our [Visitor Google Form](#) before arriving to campus.**

Upon arrival to campus, guests and visitors must enter ASL at the designated main entrance (i.e., into the Lion's Lounge). When this entrance is locked, visitors can gain access by pressing the call button, grey box, outside of the main entrance which will alert the person designated to log-in visitors. The call button activates a camera and two-way audio. The designated staff person will communicate via the call button with the visitor.

When this entrance is unlocked, visitors should stop at the gift shop to complete the visitor log-in process.

### Employee-Invited Guests

When in-person, on-campus meetings are required, employees hosting visitors to campus should identify visitors ahead of time and have the visitor complete the Visitor Protocol Form. Please make every effort to obtain and submit a completed 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 ASL. 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.

Visitor Protocol Forms should be submitted to Abigail Wescott by email of a PDF or JPG copy of the completed Form. If the visitor does not first obtain a COVID-19 test, report the test results to Abigail Wescott, answers "yes" to a Visitor Protocol Form questions (1-3), reports a body temperature above 100.4 degrees, or refuses to complete the Form, the visitor will not be permitted to enter ASL campus. When the expected guest arrives, after verifying the completion of the Visitor Protocol Form, the designated staff person will provide a Visitor Badge containing the visitor's name and duration of approved visit. The guest will be expected to wear the Visitor Badge while on ASL campus.

### Other Visitors

When visitors enter the main entrance, the designated staff person will provide the visitor with the Visitor Protocol Form for completion, if they have not already completed the form and been put on the visitors list. If the visitor does not first obtain a COVID-19 test, report the test results to Abigail Wescott, answers "yes" to a Visitor Protocol Form questions (1-3), reports a body temperature above 100.4 degrees, or refuses to complete the Form, the visitor will not be permitted to enter ASL campus. A disposable thermometer will be provided for the visitor to self-monitor his or her

body temperature upon arrival. If the visitor arrives on campus without a face covering, a mask will be provided and should be worn while on campus.

After verifying the completion of the Visitor Protocol Form, the designated staff person will provide a Visitor Badge containing the visitor's name and duration of approved visit. The guest will be expected to wear the Visitor Badge while on ASL campus.

### **Maintaining Visitor Protocol Forms**

The designated staff person, Abigail Wescott, will be responsible for maintaining all Visitor Protocol Forms for a period of thirty days after the last day of the visitor's presence on ASL campus. This will facilitate any contact-tracing that may be necessary in the event of exposure to the novel coronavirus.

**If you have any questions or concerns, please contact Abigail Wescott at [awescott@asl.edu](mailto:awescott@asl.edu) or 703-232-6841.**



## ASL VISITOR PROTOCOL FORM

**STOP: All guests and visitors on ASL campus are required to first receive a COVID-19 test and send the results to Abigail Wescott, [awescott@asl.edu](mailto:awescott@asl.edu) before arriving to campus. If you have not already been tested today and sent Ms. Wescott your results, you are not permitted on campus. Please leave immediately and get tested at the Town Center Urgent Care (1107 Riverview Street, Grundy), which is located right of the CATO and TCBY in the Walmart shopping center. Visitor COVID-19 testing should be done on the day of arrival to campus and can be used for up to one week.**

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

Visit Date(s): \_\_\_\_\_

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

Visitor Contact Telephone Number or Email Address: \_\_\_\_\_

(This will be used in the event contact-tracing is necessary.)

Visitor Host: \_\_\_\_\_

- 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 14 days to campus. If no: Please continue with questionnaire.

- 2) Are you or a member of your immediate circle presenting any flu-like symptoms (i.e., elevated temperature, flu-like symptoms, etc.) at this time? If so, please elaborate in your answer.

**Answer:** \_\_\_\_\_ **Temperature:** \_\_\_\_\_

If yes: Please postpone visit for 14 days to campus. If no: Please continue with questionnaire.

- 3) Have you or a member of your immediate circle traveled to an area that has been affected by COVID-19 (red area)? ([Please utilize https://globalepidemics.org/key-metrics-for-covid-suppression/](https://globalepidemics.org/key-metrics-for-covid-suppression/))

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

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

If no: please submit this Form and receive your Visitor Badge.

**Visitor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ASL Official Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All Visitors are required to wear their Visitor Badges at all times while present on ASL campus. Please observe social distancing of at least 6' of personal space to the fullest extent possible. All visitors are required to wear face coverings; please ask for a disposable mask if you do not have one. Please observe appropriate hand-washing and other hygiene techniques while on ASL campus. WELCOME!