PROCEDURE FOR GUESTS VISITING CAMPUS

Approval Date: October 2021
Next Review Date: September 2022
Approved By: VP of Finance and Administration

A. PURPOSE AND SCOPE

1.00 These procedures address the vaccination, testing and health screening requirements for guests to Huron University’s campus.

2.00 These procedures apply to:
   i. Campus Events
   ii. Off-Campus Events organized by the University; and
   iii. Visitors who wish to attend on campus

3.00 In these Procedures, reference to “the Policy” shall mean the COVID-19 Vaccination Policy.

4.00 For the duration of the Policy, Huron intends to observe some restrictions regarding on campus events, off-campus events and Visitors attending on Campus in order to keep the campus safe for students, employees and Visitors. Huron values the contributions that Visitors bring to our academic community and anticipates that in-person events and conferences will remain limited in the fall term, consistent with provincial and local health unit guidelines. Special events and non-essential visits on Campus should only be planned if they benefit the University and its members through teaching, research and scholarship; or enrich the student experience through co-curricular learning. Events with Visitors will only be permitted if they are specific to advancing the mission of the University.

B. DEFINITIONS

1.00 The following definitions shall apply to these procedures:

   (i) “Campus Buildings” mean all University owned and operated or leased and operated indoor spaces, including but not limited to offices, student residences, classrooms, labs, study spaces, libraries, recreational facilities, dining halls, campus eateries, building entrances, loading docks, and university vehicles.

   (ii) “Campus Events” mean as any gathering on Campus, other than classes, including conferences, performances, campus tours, exhibitions, case competitions, athletic tournaments, protests and religious services.

   (iii) Visitor refers to individuals who – by invitation or on their own volition – attend campus for instructional, administrative, operational, or recreational needs.
C. Procedures for Events

1.00 All Campus Events initiated by students or employees must adhere to the University’s Health and Safety measures, Ontario COVID-19 public health measures and advice and protocols put in place by the University.

2.00 Considerations and restrictions for Campus Events will be based on the University’s Health and Safety measures, which remain fluid given the evolving circumstances and risks associated with the pandemic. These measures are designed to help students, staff and faculty plan for on Campus events but does not imply permission to proceed.

3.00 These procedures apply regardless of whether the Campus Event occurs indoors or outdoors.

4.00 Off-campus events that are organized by the University may be subject to the same restrictions as those that are on Campus. Off-campus events organized by the University shall be approved by the department leader, who shall ensure that an appropriate individual has agreed to be responsible for ensuring compliance with COVID restrictions during the off-campus event.

D. Procedures for Visitors on Campus

1.00 Any Visitor who accesses campus buildings and will be interacting with community members on Campus is required to complete all requirements outlined in these Procedures.

2.00 Every Visitor will be required to:

   (i) Complete Huron’s Covid-19 screening tool
   (ii) Provide proof of vaccination or grant of an approved medical accommodation
   (iii) Agree to and comply with the University’s safety measures as outlined HERE https://www.uwo.ca/coronavirus/health-safety/index.html; and
   (iv) Comply with provincial, local and University health and safety protocols.

3.00 Visitors who have recurring visits on Campus over a consecutive period of time (i.e. more than 3 days) are required to show proof of vaccination to the organizing department representative on their first day of arrival at the building access point to the location they are visiting. Those who are on campus for a one-time visit will be required to follow all protocols are outlined in 2.0 above.

4.00 Visitors performing work that does not involve entering a campus building, such as a delivery to an external loading dock or a residence front door are not required to complete Huron’s COVID-19 screening tool. They must comply with provincial, local, and University health and safety protocols, and wear a mask at all times while on Campus.

5.00 All Visitors shall complete Huron’s COVID-19 screening tool prior to or within 30 minutes of arriving on Campus. Proof of vaccination should be shown to the University employee who is coordinating the visit. The employee must log the person’s name and contact information and confirm vaccine proof has been receive at Huron Visitor Vaccination Verification (jotform.com) Results of the screening tool must be made available for review by a designated University employee, either prior to entering a campus building or immediately upon request. Only those Visitors without symptoms are permitted to be on Campus.
6.00 All External Partners (e.g. Browns, Compass, Stinson, Van Horiks) who operate on campus shall obtain Proof of Vaccination from their employees or otherwise determine their employees’ eligibility for an approved accommodation under the Provincial Mandate. All External Partners shall confirm to the University that all of their employees in this category (and those of their subcontractor(s)) have (i) provided Proof of Vaccination or (ii) have been accommodated and that they have complied and will comply with the testing requirement found in Huron’s Vaccine Policy as applicable.

7.00 All employees of External Partners operating on campus who access campus buildings must complete daily Huron’s COVID Screening Tool.

8.00 A Visitor who has questions regarding acceptable Proof of Vaccination & identification, proof of accommodation and/or complete the daily symptom check (as applicable) in advance of arriving on Campus should email huronhr@huron.uwo.ca for guidance and support.

E. Exemptions to the Visitor Procedure

1.00 Visitors intending to access Campus Buildings who do not provide proof that they are fully vaccinated will not be permitted to access Campus Buildings unless they have otherwise received an accommodation based on medical grounds.

2.00 Subject to section E.1.00, a Visitor with a valid approved medical exemption must inform the University in advance of the Visitor arriving on campus. Requests should be directed to huronhr@huron.uwo.ca. Visitors requesting accommodation may be required to provide medical or other relevant documentation requested by the University.

3.00 If the Visitor is employed by a contractor/vendor/subcontractor to the University, the Visitor shall make the request for accommodation directly to their employer. The contractor/vendor/subcontractor shall then determine such request for accommodation and verify to the University that the Visitor has received an appropriate medical or non-medical accommodation under the Ontario Human Rights Code and has and will comply with the testing requirements as applicable.

4.00 Visitors who are granted an accommodation and who intend to stay on Campus less than 72 hours, must receive a negative rapid COVID-19 antigen test result upon arriving on campus. This will be coordinated with the University employee that is welcoming the Visitor to campus. After hours the tests can be accessed at the Security Desk.

5.00 Visitors who are granted an accommodation and who intend to stay in excess of 72 hours are required to receive ongoing rapid antigen testing separated by at least 72 hours. These Visitors must provide proof of two negative COVID-19 rapid antigen tests per seven-day period. Testing can be arranged by contacting huronhr@huron.uwo.ca

6.00 Some exemptions to these procedures will apply in emergency situations. The University considers an emergency to be an urgent and/or critical situation, temporary in nature, which threatens or causes harm to people, the environment, University property or disrupts critical operations. Examples include: responding to power outages, freezer alarms, repairs to major equipment that will lead to significant loss if not made immediately, medical emergency, etc. The
University’s on-site contact will use discretion as to the screening tool/verbal symptom check (outlined in the following) depending on the circumstances of the emergency. Where possible the service provider responding to the emergency would complete a verbal symptom check (i.e., personal health attestation) with the person who receives them on campus. The University staff member must provide the information to Huron Visitor Vaccination Verification (jotform.com) to allow for contract tracing in the event of a positive COVID-19 case.

E. RESOURCES

Provincial and local health regulations continuously evolve in response to the pandemic. Visit Huron’s COVID-19 webpage for the latest updates.

F. EXAMPLES OF EXEMPTED VISITORS

The following table indicates examples of those visitors to campus who would be exempted from the requirements of this policy.

<table>
<thead>
<tr>
<th>Category of Visitor</th>
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<tbody>
<tr>
<td>Emergency Service Personnel</td>
</tr>
<tr>
<td>Taxi/Ride Share Driver</td>
</tr>
<tr>
<td>Meal Delivery Driver</td>
</tr>
<tr>
<td>Transport Truck Driver (i.e. food, parcels, supplies)</td>
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