IMPLEMENTATION GROUP

VISITORS TO CAMPUS

JUNE 18, 2020

Introductory and Overview Comments:

The University of Tennessee, as a state land grant, research 1 institution, is an open campus with the desire to invite guests/visitors to enhance the student experience in and outside the classroom. The wide range of guests and visitors who daily engage our campus community is immense and to track and identify these visitors is a necessity if we are to protect the campus community. The challenge becomes even greater due to the fact, University officials often times are not aware of the guests, because it may be an unsponsored event. However, this does not lessen the campus responsibility to identify and instill the proper procedures and mitigation factors to enhance and provide a safer environment for our faculty, staff and students.

The task force sub-committee on visitors comprised the following list of visitors/events:

- Academic Programs outside the classroom, such as recitals
- Alumni Events
- Athletic Camps
- Athletic Events
- Board of Governors for Colleges
- Campus Tours
- Career Fairs/Interviews
- Children and Parents to the Early Learning Center
- Commencements
- Concerts
- Conferences - Internal only participants
- Conferences - split between internal and external
- External Candidates for Job Interviews
- General Contractors and Sub-Contractors
- General Visitors (who tour the campus on their own or run/walk through campus)
- Guest Speakers
- Media on Campus
- Meetings (size of meeting)
- Non-Athletic Camps
- Orientation
- Orientation (family/guests)
- Parents, Siblings and Friends Visiting Residence Halls
- Research Guests
- Seminars
- Student Activity Events (which invite guests)
- Student Exchange Programs
- The Logistics of Move-In Weekend
- UT Gardens
- Vet Hospital for Animal Treatment
- Visiting Faculty
- Visitors to the Arts (such as the theatre, museum, art gallery, etc.)
- Outside Caterers

In order to increase safety, yet still be effective in an open campus environment the task force sub-committee developed these five categories to ensure visitors/events could still possibly be a component of the daily campus experience.

1. Visitors/guests are allowed on campus in person in accordance with CDC and campus guidelines.
2. Visitors/guests are allowed on campus in person in accordance with CDC and campus guidelines, but with enhanced mitigation.

3. Visitors/guests may proceed with the program or event but in a hybrid approach.

4. Visitors/guests may proceed with the program or event but it must be strictly online.

5. Visitors or events should not be allowed on campus or proceed in any format. Discontinuation of such visitors/activities are to be considered temporary.

The following chart separates visitors/events into recommended categories:

| 1. These visitors/guests are allowed on campus in person, in accordance with CDC and campus guidelines | • UT Gardens  
• Conferences - internal only participants (if 10 or less people)  
• Conferences - split between internal and external (if 10 or less people)  
• Meetings (if 10 or less people)  
• Seminars (if 10 or less people) |
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| 2. These visitors/guests are allowed on campus in person, in accordance with CDC and campus guidelines, but with enhanced mitigation | • The Logistics of Move-In Weekend  
• Commencements  
• Conferences – split between internal and external (11 to 50)  
• Meetings (11 to 50)  
• Children and Parents to the Early Learning Center  
• Vet Hospital for Animal Treatment  
• Student Activity Events (which invite guests)  

Dictated by CDC, Federal, State, SEC, & NCAA Guidelines:  
• Athletic Events  
• Athletic Camps  
• Concerts |
| 3. These visitors/guests may proceed with program or event but in a hybrid approach | • Academic Programs outside the classroom, such as recitals  
• Alumni Events  
• Research Guests  
• Guest Speakers  
• Visitors to the Arts (such as the theatre, museum, art gallery, etc.)  
• Career Fairs/Interviews  
• External Candidates for Job Interviews  
• Media on Campus  
• Orientation (incoming students)  
• Campus Tours  
• Visiting Faculty  
• Non-Athletic Camps  
• Orientation (family/guests)  
• Board of Governors for Colleges  
• Student Activity Events (which invite guests)  
• Outside Caterers |
| 4. These visitors/guests may proceed with program or event but it must be strictly online | • Conferences - internal only participants (if 50 or more people)  
• Conferences - split between internal and external (if 50 or more people)  
• Meetings (if 50 or more people)  
• Seminars (if 50 or more people) |
5. We recommend these visitors or events should not be allowed on campus or proceed under any format. Discontinuation of such visitors/activities may be only temporary.

| General Visitors (who tour the campus on their own or run/walk through campus) |
| Student Exchange Programs |
| Parents, Siblings and Friends Visiting Residence Halls |

Notes:

1. Athletic events, concerts and athletics camps are assigned to category 2. However, it is important to re-emphasize that the final decision on these events will be strictly based on CDC guidelines and local and state mandates, along with the SEC office and the NCAA.

2. For conferences and meetings, the current recommendation places a cap of 50 people for these events to be hosted face-to-face. Above 50, the event must be held in an online method. However, by fall, if CDC and campus guidelines change, this cap may be raised to the appropriate number.

3. Under any scenario, general contractors and sub-contractors will be present on the campus engaging in capital projects and other maintenance projects. This group of visitors is shown in the list above, but they are not shown in the chart as part of a category. The reasoning for this action is due to the fact general contractors and sub-contractors shall continue to work if CDC guidelines as well as state and local jurisdiction allow them to continue as essential workers. However, there is oversight of these entities by the campus Facilities Services Department and the System Office of Facilities Planning. It is the intention to continue allowing Facilities Services and Facilities Planning the authority to supervise and provide direction as to their work schedule based on campus, CDC, and state and local guidelines. Furthermore, general contractors along with their subs must develop their own COVID-19 plans, which must comply with all current federal, state and local mandates.

Subsequently, the sub-committee strongly endorses the formation of the committee previously referenced in this report to approve person-to-person contact for such activities under scenarios 2 and 3, as well as scenario 1. University departments or student organizations may request an exception based on restrictions or the attendance threshold and submit the exception form to this oversight committee. This single group would make the final decision on such requests, reviewing the proposals from the college or department outlining the enhanced mitigation procedures to be in place in order to proceed with the program or event. The sub-committee also recommends this committee should comprise of professionals with the expertise to weigh the safety and health factors within each request. The committee consist of the following individuals:

**Visitors to Campus Oversight Committee**

| Dave Irvin (Facilities) | Kylea Boutwell (Campus Events) |
| Sandra Prior (EHS) | Pam Bishop (Faculty Senate representative) |
| Tiffany Harmon (Social Work) | Darrell Brackett (Student Health) |
| Pam Hardestay (Nursing) | Brian Browning (F&A and Chair) |
It is also important to note that the status of athletic events during this time period will be dictated by CDC guidelines, the SEC office, and the NCAA.

- First and foremost, practice social distancing
- Wearing of masks, when feasible
- Increased sanitization practices in the facility before and after the event

Other Considerations:

Throughout this report the phrase “with enhanced mitigation” is used with recommendations. It is important to clarify the sub-committee’s intent with that phrase. In all instances, our sub-committee believes we must adhere and comply with the current CDC guidelines. However, before the campus allows visitors or events to occur, the campus should consider and adopt additional measures to mitigate the spread of the virus.

These additional measures should, in most cases, require the attendees to self-monitor and report their health conditions before arriving to campus. Other measures, but certainly not all-inclusive, would be continuing these practices:

- Communication before the event for the attendee to exercise personal protective measures
- Monitor closely local information about the spread of COVID-19 activity in our community and adjust health and safety measures accordingly

These are just a few of many mitigation measures that could be proposed and implemented depending upon the activity and the participants. In addition, all campus units and students should refer to the CDC guidelines for mass gatherings and utilize the preventive measures and recommendations outlined in the link below.


For further clarification on events and requirements for visitors, please reference the following Visitor Mitigation Details schedule.
**Categories of Visitors**

**Mitigation Factors and Other Restrictions**

June 2020

**Categories:**

1. Visitors/guests are allowed on campus in person in accordance with CDC and campus guidelines.
2. Visitors/guests are allowed on campus in person in accordance with CDC and campus guidelines, but with enhanced mitigation.
3. Visitors/guests may proceed with the program or event but in a hybrid approach.
4. Visitors/guests may proceed with the program or event but it must be strictly online.
5. Visitors or events should not be allowed on campus or proceed in any format. Discontinuation of such visitors/activities are to be considered temporary.

**Visitor/Guest Type** | **Category** | **Additional Details**
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Academic programs outside the classroom, such as recitals | 3 | The program could be person to person depending on the size of the event and location, but could also be remotely viewed.
Alumni Events | 3 | The event could be person to person depending on the size of the event and location. Also it could be a zoom meeting or events could be planned to be smaller, but have more events to accommodate these programs.
Athletic Camps | 5 | Athletic Camps have been discontinued for summer 2020, but any camps planned for later in the calendar year would require prior approval, and must adhere to CDC guidelines.
Board of Governors for Colleges | 3 | These could be conducted in person depending on size and location, but if possible, the college should consider a zoom type method.
Campus Tours | 3 | The Enrollment Services Office is exploring option to continue campus tours and plans to reorganize tours based on the size of the tours, itinerary and locations. They also plan to provide videos and other remote contacts with prospective visitors.
Career Fair/Interviews | 3 | Interviews should be explored in a remote environment, and the size of career fairs should be limited, or students should be given specified times to visit in order to control attendance.
Children and parents to the Early Learning Center | 2 | The Early Learning Center (ELC) shall remain open, but must implement mitigation procedures to enhance safety of all patrons.
Commissions | 2 | The campus administration shall monitor current pandemic conditions locally and consider mitigation elements if the decision is made to proceed with the event.
Concerts | 2 | Concerts at the arena or other campus venues shall be dictated by CDC, State and local guidelines.
Conferences - internal participants only | 1 | Conferences with only internal participants may proceed if attendance is 50 or less with social distancing. The attendance limit may increase based on local and university guidelines.
Conferences - split between internal and external | 2 | These events may proceed up to a maximum attendance of 50. However, visitors, must complete the health pre-screening form. Also mitigation elements must be implemented. Any exception for an event over 50 may be requested by the conference department.
External candidates for job interviews | 3 | Recommend to interview initially the primary pool of candidates via a remote environment, but narrow the pool down to two or three before you bring them to campus.
General contractors and Sub-contractors | 1 | GC’s and sub shall continue to work as essential workers, but Facilities Planning and Facilities Services shall continue to review each entity’s COVID-19 employee screening plan.
General Visitors (unplanned touring of campus) | 5 | Initially the campus should consider discouraging unplanned visits.
Guest speakers | 3 | Guest speakers brought to campus whether to address a class or a student organization should first be considered if it can be effectively delivered remotely. If not, health pre-screening is required and event guidelines followed with mitigation factors.
Media on campus | 3 | All external media shall work with campus media relations to plan media visits and limit exposure, but coordinate with local media on the best process to cover University news.
Meetings (internal) | 1 | These can occur with up to 50 participants, but social distancing must be followed, and it is strongly encouraged using zoom or some other remote platform.
Non-Athletic camps | 3 | If space is available, a non-athletic camp may proceed if the total participants do not exceed 50. However, all participants must adhere to pre-approved mitigation elements, such as social distancing, wearing a mask, etc. However, it is encouraged to consider remote learning options.
Orientation | 3 | Student orientation sessions will occur prior to the start of classes with changes to enhance student safety. Parents and guests should be provided information via videos and remote learning.
Parents, siblings and friends visiting residence halls | 5 | Initially, no guests should be allowed inside the residence halls. Students should arrange to meet guests outside their building.
Research guests | 2 | Invited research guests must complete the pre-screening form prior to arrival, and the sponsoring department must properly vet the form.
Seminars | 1 & 4 | Seminars under 50 may be held, but mitigation elements should be in place. Also any visitors should be pre-screened. Seminars with more than 50 participants should utilize a remote learning environment.
Student Activity Events (which invite visitors) | 3 | It is recommended these events be held via remote environment, but if it is under 50, any visitors must complete pre-screening form.
Student exchange program | 5 | This is highly discouraged, but the Policy Group and EOC may approve programs in certain countries and restrict programs in other countries based on CDC guidance.
The logistics of move-in weekend | 2 | Students require assistance to move-in, but Housing should consider restricting the number of guests assisting with move-in, move-in should be scheduled, and PPE’s should be required.
UT Gardens | 1 | Guests are allowed to the Gardens, but social distancing practice should be in play at all times.
Vet Hospital for animal treatment | 2 | Pet owners may bring animals to the Vet School, however the Vet School previously implemented procedures to confine visitors to designated areas.
Visiting faculty | 3 | Visiting faculty may engage students and faculty in person to person settings, but they must submit the health pre-screening form to the sponsoring department. In addition, utilizing the visiting faculty in a remote learning environment should be an option.
Visitors to the arts (such as the theatre, museum, etc.) | 3 | CDC and local guidelines will dictate when these areas can be open, and when they open, increased mitigation elements shall be in place.
Outside Caterers | 3 | If possible, and the caterer order is not too large, the university department or individual should pick up the food outside the building in a loading dock area. Approved caterers may serve inside at approved events, but must follow local restaurant guidelines.

**Attendance limits, which is currently at 50, may be removed or changed based on guidance from the CDC and local authorities. When this occurs, these changes will be inserted in each appropriate category.**