VISITOR AND CAMPUS ACCESS POLICY

Policy Title:	Visitor and Campus Access Policy		
Policy Number (assigned by Scenario Planning Team):	2.C.01		
Approval Authority:	Steering Committee	**Effective Date:**	March 16, 2020
Responsible Administrator/Office:	Regina Lawson/UP	**Revised:**	August 18, 2020

1. **Policy Summary**

   This Visitor and Campus Access Policy sets forth the limitations and requirements for individuals who would like to visit campus.

2. **Policy Scope**

   This policy applies to visitors at the Reynolda Campus, Wake Downtown, Brookstown, and the Charlotte Center. Wake Downtown, Brookstown, and the Charlotte Center have onsite security but no vehicular gate access.

3. **Definitions**

   None

4. **Policy Statement**

   Visitors are not permitted to enter campus unless approved by a Dean, Director, or Department Head and registered as a campus guest. While on-campus, visitors are expected to commit to compliance with University health and safety guidelines, including adhering to face covering and social distancing requirements. Failure to comply with these policies may result in the visitor's removal from campus.

   Campus access is restricted to faculty, staff, employees of third-party service providers, and regular users of campus facilities who have been approved to work on the Reynolda, Wake Downtown, and Charlotte campuses; students approved to reside on campus or to participate in approved University activities; and approved vendors, and neighborhood residents. Such individuals must use their Wake Forest University ID/Deacon OneCard at the Reynolda Road and University Parkway entrances if entering the Reynolda campus by vehicle. The Polo Road gate is closed.

   In general, members of the Wake Forest community should not invite guests/visitors to campus unless their physical presence is essential to critical operations of the University. A Dean, Director, or Department Head must pre-approve and ensure an approved guest is registered as a campus guest by completing a [Campus Access Form](#). For guest speakers, faculty are encouraged to use digital means for connecting them to their classes.

5. **Related Policies, Protocols, Procedures, Forms, Guidelines, and Other Resources**