

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Facilities

Policy B4014

TOPIC: Facility Visitor Access

Approval Date: 2/1/2024

Approved: Signature on File

Page 1 of 1

POLICY

The College ensures a safe and secure process for hosting visitors on its campuses and in its operated facilities.

RESPONSIBLE OFFICIAL(S):

Associate Vice President of Administration

PROCEDURE:

1. Visitor status is defined as any person who is not currently employed by the College, not currently enrolled in the College as a student, or not currently contracted to provide services to the College for which building access rights have been formally established.
2. Access to College facilities is controlled either by badge access or authorized event form. Authorized visitors are issued a numbered Visitor Badge by security personnel as a condition of entry. These badges must be visibly displayed throughout their visit and must be returned to security personnel at the conclusion of the visit.
3. Each authorized visitor must be hosted by an employee or an enrolled student. It is the host's responsibility to determine that the purpose of the visit is within College guidelines, and to escort the visitor throughout the visit; visitors may not be unescorted during the visit.
4. Visitors are not permitted to attend any educational activities inclusive of didactic and laboratory sessions without the express advance approval of the Dean.
5. Requests for visitor access to secure or sensitive areas must be pre-approved by the President, Dean, Campus Dean, or Associate Vice President of Administration.
6. Persons on campus without a legitimate purpose may be directed to leave the campus. Repetitive, unauthorized presence may result in further action including legal action.

CROSS-REFERENCES:

Policy B4010 Security & Public Safety

SOP FAC.001 Building Access