Procedure to visit Page Hall

The university has released updated guidance on campus visit protocols. The following process applies to all individuals visiting Page Hall inclusive of faculty, staff, student employees, and graduate and undergraduate students. As a reminder, only those whose presence on campus is absolutely necessary should be visiting Page Hall until further notice.

If you need to come to campus, please follow this procedure:

1. **Complete this Campus Visit Qualtrics Survey at least 1 full business day prior to your campus visit.** The survey will ask for a variety of information, inclusive of date, time, and purpose of your visit, which portions of Page Hall you will access, and confirmation that you will adhere to various university and college requirements.

2. Andrea Garringer will review all campus visit requests made through the Qualtrics survey and let you know if the request is approved via email. **You should not report to campus until you receive email approval from Andrea.**

3. Once you receive email approval, you may come to campus at your scheduled time but should adhere to these university and college requirements:
   - Take your temperature with a thermometer shortly before coming to campus. If the temperature is 100°F/38°C or higher, do not come to campus.
   - If you have a cough or shortness of breath, do not come to campus.
   - If you have known exposure to COVID-19, do not come to campus.
   - Individuals on campus must observe physical distancing practices by maintaining 6 feet of space between you and other individuals.
   - All employees must wear a mask or face covering while on campus.
   - Employees should limit time on campus to include only that which is essential and absolutely necessary.
   - Employees should limit touchpoints.

Please note that this process is subject to change as university guidelines are updated. If you have any questions about this procedure or about university and college requirements, please reach out to me at markle.45@osu.edu or Andrea Garringer at garringer.11@osu.edu.