

## FACULTY VISIT PROTOCOLS

### For scheduling:

1. Any meetings that *can* be done via Zoom, *should* be done via Zoom.
2. Any meetings that *cannot* be conducted remotely must be conducted out of doors and abide by Westmont's COVID Covenant, whether the meeting takes place on or off campus.
3. Dining with others in any form, whether on campus or off, is prohibited.
4. If a visitor requires an indoor location for work, the host department should contact the provost's office to request a designated workspace to be used for the duration of the visit. The designated workspace will be given special attention by the janitorial staff.

### For the visitor:

1. Visitors will be asked to be tested within five days of their visit to campus and to submit their result to Institutional Resilience via [this form](#).
2. Departments must request that the visitor be added to campus security's approved visitor list by completing [this form](#) no later than 24 hours prior to the guest's visit.