

## Guidelines for Hosting Campus Visitors

### **Aim:**

Carnegie Mellon University in Qatar's top priority remains the health, safety and well-being of our guests and community.

This document provides guidance on the health and safety requirements for CMU-Q visitors. Adequate measures will be implemented to protect the community by reducing the risk of COVID-19 transmission as much as practically possible.

For the purpose of these guidelines, visitors include anyone who is not a CMU-Q employee, student, vendor, or contractor.

### **Appointment Process:**

- If an onsite visit is absolutely necessary, visitors should be approved to access the campus by:
  - The Dean or area head for a faculty request.
  - The area head, department director, or manager for a staff request.
  - The Associate Dean for Student Affairs for a student request.
- Email a notification to [fmhotline@gatar.cmu.edu](mailto:fmhotline@gatar.cmu.edu) at least 24 hours in advance of the approved visit.
- The host and their visitor must complete the [Visitor Checklist](#) (see below). The host must share the completed checklist with FM at [fmhotline@gatar.cmu.edu](mailto:fmhotline@gatar.cmu.edu) prior to the visit.
- Walk-in visitors will not be granted access to the building.

### **On the Day of the Visit Before Coming to CMU-Q:**

- Visitors must perform a self-health check before coming to campus. Visitors must refrain from coming to CMU-Q if they do not feel well. Symptoms include: fever, chills, muscle pain, headache, sore throat, new loss of taste or smell.
- Anyone who receives a COVID-19 positive diagnosis, or has had close contact with a COVID-19 positive individual within the last 14 days, must refrain from entering the building.

### **Entering the Building:**

- Security guard will check the visitor's temperature and status on Ehteraz App.
- Visitor must follow one-way circulation for entering and exiting the building.
- A waiting area will be available for visitors with higher than normal temperatures (above 37.8 degrees Celsius) to be re-checked before entering the building. If temperature remains elevated, an isolation area will be available while waiting for transportation home or to a medical facility as per the visitor's preference.
- An isolation area will be available for visitors who exhibit COVID-19 symptoms while inside the building.

### **Health & Safety Requirements:**

- The host must meet their guest at the entrance, escort them at all times when inside the CMU-Q building, and ensure that all health and safety measures are complied with.

- Visitors must wear a mask covering mouth and nose at all times inside the building.
- Visitors must practice physical distancing of 2 meters.
- Visitors must wash hands after coming into contact with high-touch surfaces, eating, removing PPE, or using the restroom. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Visitors must follow all health and safety signage and posted instructions.
- Contact tracing will occur as applicable.