

# Guests and Visitors

**Revisions have been made to this section of the Campus Facilities Policy and is located in the addendum section of this catalog**

While CHSU is a welcoming and inclusive community we are committed to preserving a safe and academically focused environment. It calls for a campus access and security policy that balances ease of access with practical and common-sense procedures to help protect students, faculty, employees, and guests. This policy is intended to expedite campus access for authorized individuals and to enhance the personal safety of all members of the CHSU community. As such, it is critical that all visitors of CHSU conduct themselves in such a way as to not interfere with the educational process or learning environment.

The policy applies to all faculty, staff, guests/visitors and students. The policy is in effect in all CHSU buildings, 24 hours a day, 7 days a week.

Faculty, Staff & Students with their valid CHSU ID cards are permitted to bring guests and visitors on the CHSU Campus for brief periods, such as tours, as long as the visit purpose of the visit or the conduct of the visitor/guest does not conflict with the mission, vision or values of CHSU. Guests and visitors are required to sign in the Reception Desk during regular business hours and be given a temporary guest pass. CHSU reserves the right to limit the number of guests permitted at one time on any CHSU campus for safety reasons. For larger planned and official events, e.g., groups of more than 10 guests, will require a guest list and should be submitted to Operations Department with 24-hours' prior notice.

## Definitions

**Guest & Visitor** – any individual, not a student, faculty, staff member or affiliate of California Health Sciences University, who is hosted (i.e., overseen by a student, faculty member, or staff member).

**Affiliate** – non-employee, non-student member of the CHSU community that includes, but is not limited to vendors, retirees, alumni, summer camps and summer conference attendees etc.

**Acceptable Forms of Identification** – defined as a valid photo Identification (ID) with the individual's name on it. The following types of ID are generally deemed to be acceptable: Driver's License, ID Card issued by the state of Federal Government, Passport, Military ID, and CHSU ID card.

## Procedures for Guests/Visitors

Faculty, Staff & Students with their valid CHSU ID cards are permitted to bring visitors or guests on the CHSU Campus for brief periods, such as a tour. Guests and visitors are required to sign in at the reception desk during regular business hours and be given a temporary guest pass. Guests are required to wear their guest passes such that they are easily visible at all times during the visit and return the guest passes to the reception desk once the visit is over. Accompanied guests and visitors may visit a classroom for only brief periods and without disrupting the classroom session. If a visit is for a longer period, the supervising faculty in the classroom must be notified in advance of the visit.

Guests and visitors of students may only be granted access if:

- The student is present at the reception desk to sign the guest/visitor in;
- The student escorts remain with and is responsible for the actions of the guest/visitor at all times.

Guests and visitors of faculty or staff may only be granted access if:

- A faculty or staff member is present at the Reception Desk to sign them in; thereafter, the faculty or staff member must escort the visitor at all times; or
- The visitor is announced by CHSU to the faculty or staff member who they are visiting and is approved for access; thereafter, the visitor must wait until a CHSU representative escorts them to the location of the faculty or staff member that approved their access and remain with them at all times. The representative or the host must remain with the visitor at all times.

Students and groups are responsible for notifying their guests or visitors of College rules and regulations and may be held accountable for the conduct of their guests/visitors. It is always the responsibility of the guest/visitor's host to ensure the guest/visitor does not disrupt the educational environment. If the guest/visitor does cause a disruption, CHSU will require the guest leave or be removed from campus. Failure of the guest/visitor to follow instructions to leave campus when instructed to do so by CHSU may result in disciplinary action for the student host in accordance with the University student professionalism and conduct policy. Additionally, any visitors/guests that remain on campus after being asked to leave may be escorted off campus by either security or law enforcement.

In situations where tours involving large outside groups (i.e., prospective students) are being conducted on campus, the department overseeing these tours will be responsible for distributing, and accounting for, the guest passes that their department has been issued for this purpose. A guest list is needed and should be submitted to Operations department at least 24 hours in advance of the visit.

## Procedures for Affiliates

All Affiliates will be required check in at the reception desk and to fill out the CHSU guest sign-in.

Deliveries and messengers will be required to present an Acceptable Form of Identification to access a building for the purposes of making a delivery. They will be required to fill out the CHSU guest sign-in log after which they will be allowed to complete their delivery. Delivery persons making bulk deliveries will utilize the loading docks at 120 N Clovis Ave. Clovis, Ca 93612 or 2500 Alluvial Ave. Clovis, CA 93611 Operations department staff will be responsible for ensuring the identity of those persons entering CHSU facilities via this method.

### ***ID Cards***

All students admitted to CHSU will be issued a Student ID Access Card. The Student ID Access Card must be worn on the issued lanyard and visible at all times on campus and at all clinical sites. Use by anyone other than its original holder is prohibited.

The Office of Student Affairs will arrange for the taking of photos and the issuance of cards during Orientation.

Student ID Access Cards include CHSU-issued student identification numbers that are different from social security numbers. Student ID Access Cards also function as library cards for utilizing CHSU Library resources. There is no charge for the initial Student ID Access Card. However, lost, stolen, misplaced or abused cards must be reported immediately and replaced after paying a replacement fee to the Business Office. The Student ID Access Card is necessary for full access to all university facilities and services.

### ***Bicycles***

CHSU encourages the use of bicycles as a convenient and sustainable form of transportation on campus. CHSU encourages safe and responsible riding at all times. Riders are encouraged to wear a helmet and to follow all California state and local laws. Please familiarize yourself with these laws as cyclists are granted the same rights and subject to all duties of motor vehicle drivers. Bicycles are to be secured only to the provided bicycle racks. CHSU is not responsible for lost or stolen bikes.

### ***Skateboard and Skates***

Skateboarding and skating can be viewed as legitimate modes of individual alternative transportation and recreation, and as such are allowed at CHSU. However, reckless use can: 1) cause damage to University property; 2) generate public safety hazards that place pedestrians at increased personal risk; 3) disrupt faculty, staff, and students working on campus; and 4) create an untenable insurance/liability exposure for the University.

CHSU advocates responsible use of skateboards and all types of skate devices.

### ***Food and Drink in the Classroom***

The consumption of food and drink is not allowed in the libraries, research laboratories, Clinical Skills/Osteopathic Principles and Practice Labs, and the Simulation Center. Students are permitted to have food in the classroom. The only drinks that are allowed are those in a container with a tight-fitting lid. Students must keep in mind that professional behavior includes having respect for building furnishings and maintaining a clean learning environment.

### ***Parking***

Vehicles must be registered for parking in the campus parking lot. Entering students will have time to complete registration of their vehicle during Orientation to obtain a valid parking tag. Parking tags need to be prominently displayed in the rear window of the vehicle. Every person operating a vehicle on campus is held responsible for acquainting themselves with and obeying all traffic and parking regulations. Vehicles owned or driven by students must be parked in spaces designated for students. Reserved spaces are restricted 24 hours a day. Overnight parking (midnight to 7 am) is NOT allowed on the campus and where otherwise posted.

If a vehicle must be left overnight due to an emergency, please notify the Office of Student Affairs. Parking is prohibited for vehicles in the following areas: all areas not distinctly designated as parking areas, service lane zones and roads, traffic lanes within parking lots, on the grass or sidewalks, and on a pedestrian crossing.

### ***Weapons***

CHSU has a zero-tolerance policy for weapons and violence. Weapons include, but are not limited to knives, razors, broken bottles, brass knuckles, chains, locks, all guns, firecrackers, or any other object that could be used to threaten or cause injury to another individual.

Violence includes, but is not limited to, uncontrollable physical or verbal abuse and/or gang-related activities toward any student, faculty, staff, administrator, or visitor on property owned or controlled by CHSU. Behavior of this type may result in immediate expulsion from the University.

### ***Pets on Campus***

No pets of any kind (which includes, but is not limited to all mammals, reptiles, insects, amphibians, birds, etc.) are permitted on the campus or in campus facilities. The exception to this is a properly registered Service Animal.