

<b>Department of Public Safety</b> <b>Interprofessional</b> <b>Health Sciences Campus</b> <b>Standard Operating Procedure</b>			<b>IHSC</b>	
<b>General Order#</b> <b>18-26</b>	<b>VOLUME:</b>	<b>CHAPTER:</b>	<b># OF PAGES:</b> <b>2</b>	
<b>SUBJECT: Guest Policy</b>				
<b>BY THE ORDER OF:</b> <b>Department of Public Safety</b>				
<b>Effective Date:</b> <b>08/10/2018</b>	<b>Revision Date/Number:</b>	<b>Revision Date/Number:</b>	<b>Revision Date/Number:</b>	<b>Revision Date/Number:</b>

**PURPOSE:** To establish guidelines and protocols for hosts and their guests at the Interprofessional Health Science Campus (IHSC).

**POLICY:** It is the policy of the Department of Public Safety to provide safe and unencumbered access for all hosts and their guests.

**PROCEDURE:**

1. Host should notify the Department of Public Safety via phone of their intent to bring a guest within a reasonable amount of time prior to arrival on campus - (973)542-6600.
2. No more than two (2) guests per occasion/day per host.
3. Guest(s) must be eighteen (18) years of age or older.
4. Guest(s) are permitted access daily between the hours of 7am-10pm.
5. The host will meet with their guest(s) in the Wintergarden Lobby and assist them through the Envoy registration process. The title "visitor" will be used for host purposes in the Envoy system.
6. Guest(s) shall present a photo ID card to the lobby desk officer for verification of identity. All permitted guests will display their Envoy name tag to be visible during their visit.
7. Guest(s) will be the responsibility of the host and will be accompanied by the host at all times for the duration of their visit.
8. Guest(s) are expected to adhere to all rules, policies and regulations of the IHSC and to conduct themselves accordingly.
9. Guest(s) are NOT permitted in classrooms, labs, simulation centers, faculty/employee offices, the gross anatomy lab or on floors 5 and 6 of building 123, or in any other area deemed off limits by the Department of Public Safety.
10. Guest(s) are not permitted at any time during designated exam periods.
11. Guest(s) shall not participate in any unregistered events.

**12.** Paid guest parking is available in the IHSC parking garage and on Metro Boulevard. No guest(s) shall park in the South lot.

The Department of Public Safety reserves the right to enforce policies and restrict access if necessary.