Article VI. VISITORS

Section 6.01 Policy

All visitors entering College of Veterinary Medicine (CVM) facilities must comply with applicable health and safety policies and procedures.

Section 6.02 Responsibilities

- **Receptionist Desk** – CVM Business Office, Rm. 105 - Posts restricted/non-public areas; ensures that all visitors sign in upon entry, and sign out when leaving the College; issues and recovers visitor passes; calls for visitor escorts and tour guides; informs Dean’s Office of inquiries or visits by media representatives.

- **Tour Coordinator** - Provides for adequate visitor protection; coordinates group visitation and designates tour guides; informs Dean’s Office of inquiries or visits by media representatives.

- **Animal Welfare Safety and Ethics Committee** - Appoints Safety Officer, or Chair acts in lieu of; ensures policy compliance and approves policy exceptions in coordination with Department Chair.

- **Employee/Students** - Escorts visitors; provides safety instruction and equipment as needed; acts as tour guide.

Section 6.03 Procedures

Visitors must sign in at the CVM Business Office/Receptionist Desk upon entry to Magruder Hall. Visitors entering non-public areas will provide photo identification, which is retained by the CVM Business Office for the duration of the visit. Visitors must prominently display their issued visitor pass at all times during the visit. Upon leaving Magruder Hall, the visitor must return the pass and sign out at the CVM Business Office Receptionist Desk.

Visitors entering laboratories, medical treatment areas and other non-public areas must be escorted from the CVM Business Office/Receptionist Desk by a CVM employee.

Section 6.04 Minors/Underage Visitors

Children under 14 years old will not be allowed in any laboratory, medical treatment, or other hazardous work area without the written permission of the College of Veterinary Medicine Animal Welfare Safety and Ethics Chair. The Department Head must be notified and approve in advance of such visits.

Children must be properly supervised and accompanied by an adult while on CVM grounds or within CVM facilities. Properly supervised children may be provided admittance into the public and other...
non-hazardous areas of the College facilities. Such areas must be physically separated rooms from a laboratory or medical treatment area.

Section 6.05 Security and Maintenance Workers

Security and maintenance workers employed by the University are required to present University issued photo identification and sign-in at the CVM Business Office during normal business hours. Oregon State University employees wearing University issued identification badges will not be issued CVM visitor badges. Currently employed faculty and staff of Oregon State University will not be required to surrender photo identification while in College facilities.