SOUTHWESTERN LAW SCHOOL
L O S   A N G E L E S

General Visitor Policy: COVID-Related Campus Access Policy

Administrative policy approved July 19, 2022. Effective immediately.

Revision history: Technical revision on July 27, 2022 to Section 3; revised on September 19, 2022 (adding reservation of rights).

Related policies: Alumni, Trustee, and Board Member COVID-Related Campus Access Policy; COVID-19 Vaccine and Booster Policy.

Review Date: December 1, 2022, or sooner if circumstances warrant (COVID-19 Response Team).

1. Overview

As Southwestern's academic programs shift back to a primarily on-campus format for Fall 2022, we want to balance welcoming guests onto our campus while continuing to be vigilant about the risks associated with the COVID-19 virus.

This policy pertains to **non-alumni visitors** to campus. Southwestern alumni and members of the Board of Trustees should refer to the Alumni, Trustee, and Board Member COVID-Related Campus Access Policy before accessing campus. Advocacy team coaches must comply with the vaccine, booster, and testing protocols in the COVID-19 Vaccine and Booster Policy.

Vendors who visit campus on a regular basis should contact covidmanager@swlaw.edu before accessing campus for guidance.

Individuals planning off-campus events with non-Southwestern guests must follow Los Angeles County COVID-related regulations and the rules of the outside venue. Student organizations planning off-campus events with non-Southwestern guest must coordinate in advance with the Student Affairs Office.

Questions about this policy should be directed to covidmanager@swlaw.edu.

2. Individual Visitors

Individual visitors—such as guest speakers, advocacy team judges, and prospective students and their families visiting campus for an individual tour or information

session—must check in with Southwestern security upon arriving on campus and show a government ID and proof of being fully vaccinated, which includes receiving at least the first booster shot, if eligible. An individual who is not fully vaccinated may enter campus if they present a negative result from a proctored COVID PCR or antigen test taken within 24 hours of arriving on campus. Southwestern will not accept the results of a self-administered test.

3.   **Admissions Events**

For on-campus admissions events—such as prospective student or admitted student group events—invited guests may access campus by submitting proof of being fully vaccinated (for the definition of "fully vaccinated," see the COVID-19 Vaccine & Booster policy on the Institutional Policies [webpage](#)), which includes receiving at least the first booster shot, if eligible, by the deadline and in the method communicated by Southwestern's Admissions Office. An invited guest who is not fully vaccinated may attend the admissions event if they present at the event check-in table a negative result from a proctored COVID PCR or antigen test taken within 24 hours of arriving on campus. Southwestern will not accept the results of a self-administered test.

4.   **Other On-Campus Events**

For non-admissions on-campus events at which 10 or more outside guests are anticipated, the Southwestern unit or student organization organizing the event must contact covidmanager@swlaw.edu as far in advance as possible, but at least two weeks in advance, to notify the COVID Compliance Manager about the approximate number of outside guests expected and where the event will take place.

We encourage the event organizer to provide a list of outside guests to the COVID Compliance Manager before the event and to require guests to submit proof to the COVID Compliance Manager of full vaccination, including at least the first booster, if eligible, before the event.

The event organizer must plan for a check-in table outside of the building in which the event will occur. Invited guests who did not submit information in advance must show proof of being fully vaccinated before entering campus facilities. An invited guest who is not fully vaccinated may attend the event if they present at the event check-in table a negative result from a proctored COVID PCR or antigen test taken within 24 hours of arriving on campus. Southwestern will not accept the results of a self-administered test.

Depending on the number of outside guests anticipated, Southwestern may require the sponsoring department or organization to pay a fee to cover the costs for extra security personnel to verify vaccinations and tests. The Associate Dean for Operations and Risk Management can provide the estimated fee.

5. **Outside Groups**

   Southwestern may allow outside groups to use campus facilities. Before a reservation is confirmed, the outside event organizer must contact covidmanager@swlaw.edu to designate an event coordinator and provide the number of anticipated guests and a description of the anticipated activities. The designated event coordinator will be responsible for providing a guest list to covidmanager@swlaw.edu and providing a written certification that each invited guest has provided proof to the event coordinator of being fully vaccinated or having a negative proctored COVID test within 24 hours of the event starting. This written certification must be submitted to covidmanager@swlaw.edu at least four hours before the group arrives on campus. If this process is not feasible, Southwestern may require the outside organizer to pay for a private COVID compliance manager to assist with on-campus check-in or to pay Southwestern an agreed-upon fee to provide COVID Compliance Manager services in connection with the event. Southwestern typically will not be able to provide COVID Compliance Manager services to outside groups on less than four weeks' notice.

6. **Policy Revisions**

   Southwestern reserves the right to change or modify any aspect of this policy and the related protocols at any time, with or without prior notice.