

## Request for Authorization of “Other” Visitors

Complete and submit the form below to your Dean or Vice President.

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### Information for BU Host

All visitors permitted on campus will be required to follow health and safety protocols adopted by the University and as required by federal, state, or local regulations. This includes [self-monitoring](#) of COVID-19 symptoms before arriving on campus, complying with the University’s [face-covering policy](#) and six-feet physical distancing requirements, and regular handwashing and sanitizing.

*When a host invites a visitor to BU, the following protocols are required:*

- Hosts of visitors in the [visitor policy](#)’s “other” category are required to complete the visitor request form below, and submit to their Dean or Vice President for approval prior to visitors arriving on campus.
- Share BU’s [visitor policy](#) and health and safety protocols with all visitors prior to the visit, as well as any additional requirements in the plan detailed below.
- To the extent possible, visits should be during low-pedestrian travel times and within places with as few people as possible.
- If any visitors are showing symptoms of COVID-19 or otherwise are not following BU health and safety protocols, they will be asked to leave campus immediately.
- Hosts are responsible for collecting the contact information – names, emails, and phone numbers – of all visitors. If there is a positive COVID-19 case, health officials may need this information for a contact tracing investigation. In the event that a host submits multiple visitor requests, it will be up to the host to maintain a comprehensive list of visitors with contact information and visit dates.

See the [full policy](#) for additional details.

## Overview of Request

- Date/Time of Visit:
- Number of Visitors:
- Location of Visitors (BU Building/Room):

## Background / Justification for Visit

Please share, in 1-2 paragraphs, why the visitor(s) will be on campus, and why this visit is considered a priority at this time:

## Visit Details

Is this a one-time or recurring visit? Please provide any relevant details.

Who will the visitor(s) interact with while on campus?

Where will the visitor(s) be during their visit? Please detail buildings, rooms, and plans for traveling between spaces.

## Health & Safety Protocols

What steps will you take to ensure compliance with BU's health and safety protocols?  
Please consider, at minimum:

1. How and when you will share BU's [visitor policy](#) and health and safety protocols prior to the visit, including remaining six feet apart, hand washing and sanitizing, and wearing a face covering the entire time they are inside a building
2. Any steps you will take to support compliance with these protocols
3. How you will determine that visitors are symptom-free upon arrival
4. The plan for visitor meals, if relevant

## Visitor Contact List

Please provide contact information for each visitor. If you have yet to collect this information, share your plan for collection. If you submit multiple visitor requests, be sure to maintain a comprehensive list of visitors in your records, with contact information and visit dates.

Number	First Name	Last Name	Email	Phone

*Add rows as needed.*