Yale University Visitor Training Checklist for Hosts

This checklist has been created to help hosts inform visitors of Yale’s COVID requirements. All visitors and hosts must comply with Yale's Visitors Policy.

This checklist should also be used by Principal Investigators and other sponsors of visiting undergraduates, to facilitate their understanding of Yale’s COVID requirements. Contact the Office of Environmental Health and Safety (EHS) for additional requirements for visiting undergraduates who work in laboratories. Contact the COVID Review Team for additional requirements for visiting undergraduates in residence on campus.

A visitor is an individual who is coming to campus and is not a Yale student, employee, or trainee. A visitor may be deemed a “short-term” or “long-term” visitor based on the duration and/or frequency of their stay(s) on campus.

A host is the Yale employee of a sponsoring department, school, or organization who is responsible for overseeing the visit and assuring the visitor follows Yale’s requirements during the visit.

The host is responsible for:

- Providing the visitor with an individual invitation that includes the visitor’s responsibilities (below).
- Ensuring the visitor complies with the visitor responsibilities in advance of, during, and after the visit.

The host should review this checklist with all visitors so that they understand Yale COVID requirements:

Visitors must:

☐ Coordinate their visits with the university host.

☐ Carry proof of identification, vaccination, and booster at all times, and present them if asked.

☐ Comply with applicable university travel requirements, including testing if required.

☐ Follow Yale’s masking requirements.

☐ Follow university health and safety guidelines including for eating and drinking.

☐ Not invite others to join them on campus unless they are invited by the host.

☐ Only access campus spaces as required by/related to the purpose of their visit.

☐ Keep their host informed of any change of plans regarding their time or activities on campus.

☐ Show results of COVID testing if required, and self-monitor for any COVID-19 symptoms and do not come to campus if experiencing symptoms.

☐ Notify the university host if they become ill or test positive for COVID-19 while on campus or within 72 hours following the visit.

☐ Participate in contact tracing if requested.

See Yale Visitors Policy for more information on visitors and hosts. If you have any questions, contact the COVID Review Team.