Yale University Visitor Training Checklist

This optional checklist has been created to help visitors and hosts understand Yale's COVID requirements; it is recommended that the host review this checklist with visitors. All visitors and hosts must comply with Yale's Visitors Policy. The Visitor Policy applies to Yale-hosted events that occur on or off campus. As required by the policy, **all visitors and their hosts must be vaccinated and boosted, when eligible**.

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. See the Visitor Policy for details.

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. See the Visitor Policy for details. 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.

Yale visitors must:

❑ Coordinate their visits with the university host.

❑ Make a contingency plan in case they test positive prior to arrival or while on campus.

❑ Self-monitor for COVID symptoms and test if symptomatic. If the test is positive, they should not come to campus. If on campus, leave immediately.

❑ Carry proof of identification, vaccination, and booster at all times, and present these documents if asked.

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

❑ Follow Yale's masking requirements.

❑ Follow university health and safety guidelines including the guidelines 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.

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

See Yale Visitors Policy for more information on visitors and hosts. In some cases, visitors will be intructed to have a negative test prior to arriving on campus and to have a second arrival negative test. If you have any questions, contact the COVID Review Team.

Laboratory Visitors. This checklist should also be used by Principal Investigators and other sponsors of minors and visiting undergraduates to facilitate their understanding of Yale's COVID requirements. Contact the Office of Environmental Health and Safety (EHS) for additional requirements for minors and visiting undergraduates who work in laboratories.