

 KANSAS HEALTH SCIENCE UNIVERSITY	Policy Title:	Visitor Policy			
	Policy Sponsor(s):	Physical Operations & Security			
	Policy Type	Academic <input type="checkbox"/>	Non-Academic <input checked="" type="checkbox"/>	Page:	1 of 1
	Approval Date:	9/23/2020	Effective Date:	5/17/2023	Revision Date:

1. POLICY STATEMENT

Kansas Health Science University (KHSU)-Kansas College of Osteopathic Medicine (KansasCOM) visitors are welcome on campus; however, those without legitimate reasons for being on campus are not allowed to use campus facilities or common areas. The numerous multiple visitors anticipated for KHSU-KansasCOM need to be managed appropriately to ensure operational efficiency, engagement with the community, and the safety of all individuals on campus.

2. PURPOSE

This policy provides the procedures a visitor must follow while on KHSU-KansasCOM property.

3. APPLICABILITY

All KHSU-KansasCOM students, employees, and visitors.

4. DEFINITIONS

Visitors are defined as any individual who is not part of the KHSU-KansasCOM or building staff, a current KHSU-KansasCOM student, or other personnel already granted recurring access to the campus. Anticipated visitors include:

- Applicants
- Suppliers, Vendors and Contractors
- Accreditation Representatives
- Public or Community Representatives
- Partner Institution Staff or Faculty
- Family and Friends

5. PROCEDURES

Visitors must comply with the following guidelines:

- Normal visiting hours are 8 AM – 5 PM Monday - Friday (excluding holidays).
- All visitors are required to check-in with the reception/security desk upon arrival.
- All visitors must be accompanied by a KHSU-KansasCOM employee or student.
- The employee or student is responsible for the visitor at all times until they are checked out, return the visitor badge, and leave the campus.
- All visitors will be issued a visitation badge that should be worn and visible at all times.
- Visitors without appropriate authorization will be refused entry.
- Visitors without a proper badge will be escorted by security off the premises.
- Certain areas may be restricted to visitors.

6. RELATED DOCUMENTS

- N/A

7. CONTACTS

- Executive Director for Facilities, Security, and Administrative Services
- Chief Financial Officer