



# BALL STATE UNIVERSITY

Hello Ball State University Suppliers,

Beginning in July Ball State's campus will begin the process of reopening to the public. The University has provided some guidelines for any campus visitors. Below are some excerpts from the ***Ball State University Campus Visitor Plan*** which can be found on the Ball State University website.

## **Campus Visitors**

Visitors on campus—including vendors, contractors, suppliers, guests, and members of the general public—are expected to abide by face mask requirements, physical distancing guidelines, and personal sanitation/hygiene measures, as described in this plan. Additional information is available on the Campus Visitors Webpage.

## **What safety guidelines are in place for visitors?**

Ball State strives to provide a safe and healthy environment for students, faculty, staff, and visitors to our campus. To that end, all visitors to campus, including those on group tours and visits, are expected to act responsibly to help reduce the risk of spreading COVID-19 or other infectious disease, including abiding by the following safeguards:

- Wash hands often
- Maintain at least a physical distance of 6 feet from other people at all times
- Avoid crowded places and mass gatherings
- Avoid hugging and handshakes
- Cover coughs and sneezes
- Avoid those who appear to be demonstrating symptoms of COVID-19
- Wear a mask in campus buildings and where physical distancing is not otherwise possible.
- In addition, visitors who have travelled internationally are asked to wait at least two weeks before visiting campus.

## **Should visitors wear face masks on campus?**

Visitors are expected to properly wear a face mask (covering nose and mouth) when entering any campus building and in outdoor settings where proper physical distancing (at least 6 feet) is not possible.

## **What if a visitor is experiencing symptoms of COVID-19?**

If a visitor exhibits any symptoms of COVID-19, they should NOT attend events or otherwise enter campus buildings and grounds. For appointments, they should reschedule their visit. Symptoms include, but are not limited to, the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Ball State University's response to COVID-19 will continue to evolve which may include some additional protocols in the future. We appreciate our partnerships with our suppliers and we look forward to another successful school year as we overcome the challenges associated with operating during this pandemic. Thank you again and please let us know if you have any questions or concerns.

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