



June 28, 2021

To: Bryan College Faculty/Staff/Students  
From: Director of Campus Safety & Security  
Subject: Visitor protocol/Community cafeteria schedule

Dear Bryan Family,

As we continue to make adjustments of operating in a unique environment this coming school year, below are a few examples of how visitors will be able to come onto the Bryan College campus for the 2021-22 school year.

#### **Protocol for Off-campus visitors**

All personal visitor/s are required to check in at the Stophel Center. Recipients of registered visitors will then be notified that their guest has arrived and can proceed to meet them. Visitors will no longer be screened for COVID related issues upon arrival nor required to wear a mask.

When scheduling an appointment for off-campus visitors, please coordinate with the front desk of Stophel Center. Once checked in, the front desk support team will contact the Bryan member who made the appointment, and direct the visitor which building and where to meet. The Bryan member or their designee will be responsible and required to be with their visitor/s while they are on school property.

As in previous years, the cafeteria will be open to the local community during lunch time. However, the open hours will be **limited to 11:30-1:00 Monday-Friday** with admittance provided through the cafeteria entrance only.

During normal business hours, personal visitors must check in at the Stophel Center as described above. After hours visitor access will require advance notification and coordination through the security office.

Some examples of permitted visitors on campus are (this is not an exhaustive list):

- Guests of the President's Office
- Alumni (Paulakay Hall or designee)
- Parents of Students (to pay bills, administrative needs/ student of parent/s)
- Guests of Advancement (David Holcomb or Janice Pendergrass or designee)
- Third Party contractors (TBD through V.P. Student services or designee)
- Guests of Faculty/Staff members (that member)
- Admissions (Andrew Smith or designee)
- Guests of HR or applicants for employment
- Athletics will manage their department/conference activities from their perspective in coordination with this office

Any questions regarding this matter should be directed to the Campus Safety & Security Director's office.

Together in Service; Christ Above All,

Michael Kennedy, Bryan College  
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