

East-West Center Housing

Visitor Policy

Effective Date: June 21, 2022

EWC Housing's *Visitor Policy* outlines the time and manner in which residents may host visitors in their rooms or other areas of residence halls. The procedures are designed to accommodate visitors in a manner that respects resident concerns for health and safety while ensuring an appropriate balance between academic and social needs within the EWC residence community.

For the purposes of this policy, a **resident** is someone who is assigned to a room in either Hale Mānoa or Hale Kuahine (i.e. they *currently* live in an EWC dorm). A **visitor** is someone who is not assigned to a room in either Hale Mānoa or Hale Kuahine (i.e. they do not live in an EWC dorm).

Visitor Health and Safety Requirements

ALL visitors must be fully vaccinated¹ against COVID-19 to enter any EWC residence hall.

Visitors may be asked by Housing/EWC Staff to show proof of COVID-19 vaccination. All visitors must be prepared to show their electronic or paper proof of vaccination if asked. *Should a visitor not be able to provide proof of their COVID vaccine*, they will be asked to leave the residence hall immediately.

Residents should verify that their visitor is fully vaccinated *before* agreeing to host the visitor in their residence hall.

General Visitor Policies

Resident Host Responsibility: A visitor must be signed in at the Front Desk by their resident host before entering the residence hall. Residents are responsible for ensuring that their visitor abides by EWC Housing policies and procedures; residents are accountable for the behavior of their visitor and may be subject to disciplinary action if their visitor violates EWC Housing policy. All visitors must be accompanied by a resident host while on the upper floors and/or in any non-public area of the building.

Number of Visitors: Each resident may host no more than one (1) visitor at a time.

Visitor Hours: There are no restrictions on when a visitor may be signed-in/out, but the presence of visitors in the living units must not be a nuisance or inconvenience to the other members of the unit. Overnight visitors and/or long term visitors are not permitted in EWC residence halls at this time.

Sign-In

Visitor Sign-In/Out Procedure

- Sign-in takes place at the Front Desk (both resident and visitor must be present at sign-in)
 - HK residents sign in at the HK Front Desk.
 - HM residents sign in at the HM Front Desk.
- Front Desk Staff will have the resident/visitor complete the *Visitor Sign-In Log*²--the log asks for the following information: sign-in time, resident name/signature, visitor name/signature, sign-out time.
 - **Note to HK residents:** if the HK Desk is not staffed, the *Visitor Sign-in Log* will be located in an accessible area at the Front Desk. You must still complete the *Visitor Sign-in Log*, even if no staff is present.
- Visitors will also be required to present a valid photo identification (ID)³ matching the name they provided on the *Visitor Sign-In Log* (HK visitors will be required to present valid photo ID when desk staff are present).

Sign-Out

- When the visitor leaves the residence hall, they must sign-out at the Front Desk.⁴

¹ For the purposes of this policy, a visitor is considered fully vaccinated two weeks after the final dose in their *primary* series of vaccines.

² The *Visitor Sign-In Log* will include the *Visitor Health and Safety Requirements* (see above), along with the following text: "By signing this form, you are confirming that you are fully vaccinated against COVID-19 and would be able/willing to show proof of vaccination if asked by Housing/EWC staff."

³ The visitor will only be required to *show* their ID to Desk Staff at sign-in. Once Staff have confirmed that the name on the visitor's ID matches the name on the sign-in log, the ID will be returned to the visitor and they may enter the building.

⁴ This is done by completing the sign-out section of the *Visitor Sign-In Log*.