



Title: Guests/Visitors Policy	Policy Category: Risk Management & Security
Issuing Authority: Enterprise Risk Management	Responsibility: Enterprise Risk Management
Publication Date: 11/18/2022	Next Review Date: 11/18/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

None

Policy:

Stony Brook University is committed to providing a safe and lawful environment for its students, faculty, staff, volunteers, and guests/visitors (which includes minors). This policy includes specific rules and procedures which must be followed by students, faculty, staff, volunteers, and guests/visitors, regardless of the length of their visit.

All guests/visitors and volunteers are required to adhere to all Stony Brook University policies and procedures, and must comply with all applicable federal, state, and local laws. Individuals, programs, departments, and campus organizations are accountable for the behavior of their guests/visitors and are expected to provide their guests/visitors' contact information when requested to do so by a University official. Students should also refer to the Code of Student Responsibility and Division of Campus Residences' Terms of Occupancy for additional information on guests.

The University Police Department and other University officials may ask guests/visitors to state their reason for being at the University and request appropriate identification as a condition of entry to or continued presence at specific facilities, activities or functions. Guests/visitors entering the West Campus after 11:00 p.m. must do so through the main entrance and provide identification.

Faculty and staff who invite a guest/visitor for more than two weeks are responsible for ensuring that their guest/visitor obtains a University campus identification card that is properly issued; and is collected and destroyed upon conclusion of the guest/visitors visit. The identification card is the property of the University and cardholders must surrender the card upon request of an authorized University official.

Faculty and staff inviting or hosting visiting researchers, scholars, and interns, paid or unpaid, shall obtain from their respective department a formal invitation letter, following the prescribed format appropriate for the category of guest/visitor, describing the terms and purpose of the visit.

International Guests/Visitors

Faculty and staff who wish to accept and/or host international guests/visitors, including visiting international students and scholars, must coordinate with the Office of Visa and Immigration Services prior to the arrival of the visitor(s). Host faculty/staff must ensure that visitors come in the most appropriate immigration status and engage only in activities appropriate for that status. If it is determined that a visiting international student/scholar must obtain documentation through the Office of Visa and Immigration Services, host faculty/staff and the visiting international scholar/student are responsible for following all applicable regulatory and institutional requirements for that category.

All international guests/visitors and their hosts are expected to familiarize themselves and comply with the University's [Export Control Policy](#) and materials on [Export Controls](#), as well as the special provisions found below. All international guests/visitors must be cleared for export compliance **prior** to their arrival on campus.

Guest/Visitor Use of Laboratories

All laboratory guests/visitors must be approved to conduct research or to work in University laboratories by the relevant Laboratory Directors or Principal Investigators, regardless of the length of their stay at Stony Brook. All individuals working within University laboratories must comply with all University and Office of the Vice President for Research policies, which include:

- [Environmental Health & Safety Policy](#) and all applicable Department policies, procedures and required trainings
- [Minors Working with Hazardous Materials in Research Laboratories Policy](#)

- [Tours of the Division of Laboratory Animal Resources \(DLAR\) Policy](#)
- [Responsible Conduct of Research and Scholarship Policy](#)
- [Export Control Policy](#)

All individuals authorized to conduct research within University laboratories are required to display their University issued identification card on their outermost garment. When wearing a lab coat or other personal protective equipment (PPE) in a laboratory to prevent the risk of contamination, the individuals must have the identification card on their possession for review by University officials. Any requests for a waiver of this requirement should be forwarded to the Assistant Vice President for Environmental, Health & Safety.

All guests/visitors that use laboratories must obtain a University campus identification card. It is the responsibility of the faculty or staff host to ensure the University identification card is properly issued; and is collected and destroyed upon conclusion of the guest/visitors visit. The identification card is the property of the University and cardholders must surrender the card upon request of an authorized University official.

Children

Any program or activity sponsored or approved by the University or a University-affiliated organization, or an activity conducted by a vendor, licensee or permittee, occurring on- or off-campus, for the duration of which the responsibility for custody control and supervision of children is vested in the University, University-affiliated organization or the vendor, licensee or permittee (referred to as a 'Covered Activity') must follow the requirements of the [SUNY Child Protection Policy](#). The SUNY Child Protection Policy requires, among other things, that individuals who are responsible for the custody, control or supervision of children participating in a Covered Activity to conduct themselves appropriately with children who participate in the Covered Activity and report instances or suspicion of physical or sexual abuse of children.

Individuals under the age of seventeen who are visiting Stony Brook should be accompanied by a responsible adult (i.e., parent, guardian, teacher, etc.).

Displaying Identification While in the University Hospital and the Long Island State Veterans Home

Stony Brook University Hospital and Long Island State Veterans Home employees, volunteers, students, contract staff, vendors, temporary employees and medical staff members are required to properly display their identification cards/badges at all times while on Hospital/LISVH premise by wearing the identification badge (picture facing out) above the waist, unencumbered by ornaments, stickers, pins or other material that covers the name and picture.

Definitions:

None

Contact:

Additional information about this policy is available here:

Enterprise Risk Management

180 Administration Building
Stony Brook, NY 11794
(631) 632-9500
www.stonybrook.edu/risk

Office of Visa and Immigration Services

E5310, Frank Melville Jr. Memorial Library
Stony Brook, NY 11794
(631) 632-4685
www.stonybrook.edu/commcms/visa/

Human Resource Services

West Campus, Health Sciences, and School of Medicine

390 Administration Building
Stony Brook, NY 11794
(631) 632-6161
www.stonybrook.edu/hr/

Office of the Vice President for Research (OVPR)

S5424, Frank Melville Jr. Memorial Library
Stony Brook, NY 11794
(631) 632-7932
<https://research.stonybrook.edu/offices>

Environmental Health and Safety

110 Suffolk Hall

Stony Brook, NY 11794

(631) 632-6410

<https://ehs.stonybrook.edu/>

Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

- [SUNY Policy 3653: Rules for the Maintenance of Public Order](#)
- [SUNY Policy 6504: Policy on Mandatory Reporting and Prevention of Child Sexual Abuse](#)
- [SUNY Policy 6505: Child Protection Policy](#)
- [Tours of the Division of Laboratory Animal Resources \(DLAR\) Policy](#)
- [Tobacco-Free Policy](#)
- [Responsible Conduct of Research and Scholarship Policy](#)
- [Export Control Policy](#)
- [Use of Campus Facilities Policy](#)
- [Child Protection Policy](#)
- [Temporary Visitor Restriction Policy](#)
- [Environmental Health & Safety Policy](#)
- [Minors Working with Hazardous Materials in Research Laboratories Policy](#)
- [Human Resources Website, Workplace Visitor Guidelines](#)
- [Human Resources Website, State \(non-faculty\) & Research Foundation Volunteer Guidelines: West Campus & Health Sciences Center](#)
- [Office of Equity and Access, Title IX Website](#)
- [Office of Research Compliance Website](#)
- [Office of the Vice President for Research, International Research Activities](#)
- [Training: CITI Export Compliance Course \(requires NetID and Password - contact the OVPR referenced above for assistance\)](#)
- [Training: Stony Brook University Environmental Health and Safety](#)