


Visitor Policy

 KHSC KANSAS HEALTH SCIENCE CENTER	Policy Sponsor: Chief Financial Officer		
	Policy Type: Non-Academic		
	Approval Date: 9/23/2020	Effective Date: 9/23/2020	Revision Date: N/A

1. POLICY STATEMENT

Kansas Health Science Center (KHSC)-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 KHSC-KansasCOM need to be managed appropriately in order to ensure operational efficiency, engagement with the community and safety of all individuals on campus.

2. PURPOSE

This policy outlines the policies and procedures a visitor must follow while on KHSC-KansasCOM property.

3. APPLICABILITY

All KHSC-KansasCOM students, employees and visitors.

4. DEFINITIONS

Visitors

Visitors are defined as any individual who is not a building staff, an employee, and/ or a student. Anticipated visitors may include, but are not limited to:

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

5. PROCEDURES

Visitors must comply with the following guidelines:

- Normal visiting hours are 8am – 5pm Monday-Friday (excluding holidays)
- All visitors are required to check-in with the security desk upon entry
- All visitors must be accompanied by a KHSC-KansasCOM employee or student
- The employee or student is responsible for the visitor at all times until they are checked out 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 an appropriate badge will be escorted by security off the premises
- Certain areas may be restricted to visitors

6. RELATED DOCUMENTS

N/A

7. CONTACTS

- Chief Financial Officer

POLICY APPROVAL		
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