

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

**Title:** Visitor and Volunteer Policy and Procedures  
**Policy Number:** 04.61.13  
**Issuing Authority:** President  
**Responsible Officer:** Executive Vice President

**Date Created:** December 2012  
**Date Last Amended/Reviewed:** December 13, 2012  
**Date Scheduled for Review:** December 2017  
**Reviewing Office:** Executive Vice President

### Scope of Policy & Rationale

Temple University welcomes the presence of visitors and volunteers who come for limited periods of time to participate in educational programs and activities, as well as those visitors who come to conduct business at the university.

This policy sets forth standards and procedures designed to permit these visits to be carried out in a safe, professional and responsible manner.

All visitors and volunteers are subject to Temple University policies and procedures when on university property, as well as all federal, state and local laws that may apply.

All minor visitors are subject to applicable Temple University policies and procedures when on university property, as well as all federal, state and local laws that may apply (See Minor Visitors on Campus Policy and Procedures – policy 04.61.12). All employees who bring minor visitors into the workplace are subject to Temple University standards of conduct regarding visitors (See Visitors and Volunteers Policy and Process – policy 04.62.12).

### I. Purpose and Scope of Policy

**Purpose:** Temple University has an obligation to its students, faculty, staff, visitors and volunteers, including minors, to conduct its operations and maintain its facilities in a reasonably safe manner consistent with its mission as an institution of higher education.

**Scope:** This policy applies to activities and programs conducted by the university that take place on any of the university’s campuses, domestic or foreign, or under the authority and direction of the university in which visitors and volunteers will be physically present and participating (“**Programs**”).

This policy and the protocol adopted herein cover access to Temple University and to all university facilities.

## II. Definitions

### Covered Persons

- A. **Affiliated Minor.** A minor (any person under the age of 18) who is on a Temple University campus participating in an acknowledged program, course of study, volunteer project, admissions visit or official campus visit sanctioned by a university-related college, school or department.
- B. **Authorized Adult.** For purposes of this policy, an “**Authorized Adult**” is any individual, age 18 or older, paid or unpaid, who interacts with, supervises, chaperones, hosts or otherwise oversees minors in educational and/or recreational program activities and/or residential facilities. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. All Authorized Adults must comply with the requirements of this policy to be present with minors at university programs. An Authorized Adult may also be a Minor’s parent or legal guardian.
- C. **Collaborator.** Any person employed by an outside company or research institution who has been given permission by his or her employer and a university department to perform work at Temple University. It includes, for example, faculty visitors from other universities and research institutions; adjuncts; visitors from business organizations and governmental entities.
- D. **Guest.** A participant in a special program or tour who is not a student of or employed by Temple University. This can also include federal, state or local inspectors and officials.
- E. **Minor.** Any person less than 18 years of age who is not a matriculated Temple University student and is not participating in an acknowledged course of study, volunteer project, authorized admissions visit or official campus visit through Intercollegiate Athletics or any other university department.
- F. **Sponsor/Host.** Any Temple University employee who interacts with, supervises, chaperones, hosts or otherwise oversees a visitor or volunteer while on Temple University campus.
- G. **Visitor.** A collaborator, guest or volunteer.
- H. **Volunteer.** Any person who is not a Temple University student or employed by Temple University who performs services for the University without promise, expectation or receipt of compensation and/or benefits for services rendered.

### **III. Procedure**

All sponsors, hosts, hiring managers and/or department administrators are directly responsible for registering their visitors and volunteers with the Human Resources Department responsible for the campus and/or the Office of Risk Management, and for obtaining and completing a Temple University Visitor Courtesy Card Request form. For those visitors and volunteers who will have direct patient contact or access to personally identifiable patient information, they will also need to complete the Temple University and Temple University Health System HIPAA PRIVACY/SECURITY Agreement. This form can be obtained from the Corporate Compliance and Privacy Officer of Temple University Health System. This includes but is not limited to any visitor or volunteer who will require access to Temple University Physician's electronic medical records (EMR), as well as access into research or clinical trials.

### **IV. Special Provisions Regarding Minors**

In addition to the above guidelines, special provisions apply to minors. Please see **Temple University Minor Visitors on Campus Policy and Procedures – policy 04.61.12** for these specific provisions.

Any minor who will be visiting or volunteering in a laboratory setting must follow the specific provisions in the Temple University Laboratories – Visitors and Volunteers Policy and Process - policy 04.62.12, which includes additional training, waivers and consent forms.

### **Notes**

#### **1. Dates of official enactment and amendments**

Approved by the President on December 13, 2012.

#### **2. History**

**Supersedes**

N/A

#### **3. Cross Reference**

04.61.12 Minor Visitors on Campus Policy and Procedures

04.62.12 Temple University Laboratories – Visitors and Volunteers Policy and Process