



Campus Guest/Visitor Protocol

The following are protocols for non-UIW personnel on the SOM campus (visitors *and* vendors).

1. All non-UIW personnel are to stop in Bldg 1 at security to sign in and receive a **visitor nametag** - those who are here for a meeting or teaching responsibilities should proceed to the reception desk and receive assistance from there.
2. For vendors/contractors, s/o will contact the individual's stated Point of Contact (POC), who is expected to be on campus at that time;
3. POC will have the choice of either going to security to meet their visitor or having an officer escort them to a designated meeting spot.
4. Upon completion of their visit/work, all visitors should sign out before leaving campus.

In the event that a visitor states they are here to meet someone who is **not** on campus, not aware of the visit, or unavailable to meet with them, s/o should:

1. Reach out to UIWSOM Site Lead to confirm next steps, which would include one of the following:
 - a. S/O can escort visitor to the location they need to access (in this case, s/o will need to *stay with them* until their work is complete, then back to Bldg 1 to sign out and leave campus), or
 - b. Visitor will be asked to return at a later date (in this case, they should reach out to their POC at SOM to schedule a more appropriate time to meet).

Contacts:

Site Lead

maflore19@uiwtx.edu

(210) 619-7048

Receptionist

mabernal@uiwtx.edu

(210) 619-7261