



GEORGETOWN LAW

Checklist for Visitors/Guests to the Georgetown University Law Center and Capitol Campus as of October 25, 2021

Visitors to the Law Center and Capitol Campus must be fully vaccinated against COVID-19 OR attest to having a medical or religious exemption and must follow the University's protocol for verifying their vaccination status. In addition, visitors must complete a health attestation on the morning of their visit to attest that they are symptom-free. Visitors will need to comply with all other [University public health guidelines](#), including wearing a mask indoors.

Students, faculty, and staff hosting visitors will need to:

- [Create an event/meeting record](#) through the University's visitor registration portal.
- **Send your visitor(s) the unique URL for your event/meeting and instructions on how to submit their vaccination documentation, which you will receive via email after you create an event/meeting record in the portal.**
- **Your visitor(s) will then use the URL to upload their vaccination documentation or attest to having a medical or religious exemption.**
- **Your visitor(s) will receive an email with their health attestation the morning of your event/meeting and must complete it before their visit.**
- **Make sure your visitor(s) have been approved to visit campus in one of the following ways:**
 - (1) Review the list in the event-specific Box folder you will be given access to when you create your event/meeting record. This list will show you whether your visitor(s) have completed the necessary steps to visit campus, but will not show personal information about them such as their vaccination documentation.
 - (2) Ask to see your visitor's confirmation email when they arrive for your event before providing access to a campus building.

Organizers who wish to invite outside guests to attend an in-person on-campus event will be responsible for managing the proof of vaccination process for their guests. In addition, organizers/hosts will need to provide a staff member on site at the point of entry to check in

guests who have completed the process and who have received an email confirmation on the day of the event. Guests MUST be pre-registered in order to enter campus buildings.

FAQs

Will visitor's "proof of vaccination" stay on file for future visits to campus?

No. Repeat visitors will have to complete the process each time.

Will visitors who will be on campus for multiple consecutive days need to fill out the form every day?

No. Visitors who are attending multi-day (on consecutive days) events will only need to complete the process once.

What process should long-term visitors use?

Rather than using the process outlined above, long-term visitors should work with their University host/sponsor to get set up as a [Sponsored University Associate \(SUA\)](#).