

<b>CORNELL TECH FACILITIES OPERATIONS (SOP)</b>			
Section:	Safety & Security	Procedure #:	SEC-01
Subject:	Cornell Tech Visitor Policy	Effective Date:	July 1, 2017
		Revised Date:	8/24/2023
Department Lead:	Director of Safety and Security	Reviewed Date:	8/24/2023

Cornell Tech Faculty, Staff, Academics and Student ID cards permit the holder to bring a visitor or visitors into the Campus.

### **Registration Process**

Prior to the visitor arriving on campus, Cornell Tech Hosts should register visitors by creating a user account and logging in at: <https://dashboard.envoy.com/login>. When the visitor checks in with the Security Desk upon arrival, an email will automatically be generated alerting the Cornell Tech host of their visitor's arrival. Additionally, a photograph will be taken and an adhesive visitor pass will be issued. Visitors are required to display visitor passes on their outermost garment at all times while inside the facility. Visitors who are not pre-registered will not be granted building access until Security can confirm their appointment with the appropriate Cornell Tech Host. Attempts to contact the Cornell Tech Host will be made via work phone, cell phone (if known), and email.

Visitors for faculty, staff or students may only be granted access if:

- For Faculty, Staff, Academics and PhD Students with assigned desks at Cornell Tech (Cornell Tech Hosts): Unless, the Cornell Tech host provides specific written access instructions when registering the visitor in the Envoy system, the pre-registered visitor is announced by Campus Security via the aforementioned email, issued a visitor pass, and granted access into the building.
- During the hours of 8:30 am - 6:30 pm Monday through Friday, Cornell Tech Hosts are allowed no more than three (3) escorted visitors at a time in the faculty / staff office zones. This limit does not apply to meetings, conferences, guest lectures, small-group prospective student visits, or other visitors for other academic or teaching purposes. However, visitors for these purposes are not to roam the faculty/staff office spaces freely. Hosts are expected to reserve designated meeting spaces for these visitors as needed to ensure that they do not interrupt ongoing research, instruction, or work by other members of the Cornell Tech community.

Campus tours are to be in public spaces only, security officers will not allow any tours inside the turnstiles of the Bloomberg Center or past the main lobby of the Tata Innovation Center. If campus tours are approved to proceed beyond the security checkpoint, they must be registered in the visitor

management system. Additionally, tours Monday – Friday between the hours of 8:30 am to 6:30 pm consisting of more than three visitors will require prior approval from the Campus Dean or Chief Administrative Officer or designee. For further information on Campus Tours please see the tour policy

- Master's students are limited to two (2) visitors at a time, and must be present at the Security Desk to sign them in; thereafter, the master's student must escort the visitor at all times.
- Cornell Tech Host sponsored researchers & collaborators should contact their respective host's admin personnel prior to arriving on campus. Admin personnel will pre-register the researcher/collaborator in Envoy to expedite their check in process upon arrival.

Visitors over the age of eighteen (18) will verify their identity by showing a city, state, or federal photo identification card, having their photograph taken and being issued a visitor ID label prior to entering the building. Visitors under the age of eighteen (18) and without a valid photo identification card must be identified by their host, have their photograph taken and be issued a visitor ID label prior to entering the building. Visitors under the age of six (6) are not required to receive an ID label. The Visitor's ID must be presented upon request.

*Host Faculty, Staff or Student Responsibility* - The host will be held responsible, at all times, for the conduct and behavior of his or her visitors (registered or unregistered). In the event of violations of Cornell Tech's Conduct Policy, the host will bear responsibility. This responsibility might include financial restitution and disciplinary action. If the responsible visitor is identified, the host and the visitor will both bear responsibility for any violations. Cornell Tech may report involvement in conduct code violations to the visitor's school or organization. Visitors who become separated from their hosts must go to the Campus Security Desk to inform the officers, who will offer assistance to the visitor to reunite them with their host.

### **Hours of Access**

Cornell Tech facilities are open for regular business from 7:00AM – 9:30 pm. However, visitors are permitted 24x7 access with appropriate host and with the following restrictions:

Cornell Tech Hosts must be present with their visitors after regular business hours.

Masters' students and their visitors may access the Masters Studio and the common areas of the 1<sup>st</sup> & Cellar floors of the Bloomberg Center and the Master's Loft in the Tata Innovation Center. However, they are not permitted on any upper floors (2<sup>nd</sup> floor and above) of the Bloomberg Center, unless they have an appointment with a Faculty or Staff member. Masters' students and their visitors must exit the upper floors immediately upon completion of their scheduled meeting.

Roosevelt Island community members and the general public also enjoy access to the lobby level Café atrium seating area, while the Café @Cornell Tech is open for business.

**Access to the Building for Events or large groups:**

<b>Number of Visitors</b>	<b>Registration</b>	<b>Type of Passes</b>
1-24	Event host to utilize the online Envoy registration system (including use of spreadsheet template).	Printed pass (stickers – picture required) issued upon visitor check in.
25 +	Event host to upload visitor list utilizing the Envoy spreadsheet template.  Additionally, event host to forward Envoy spreadsheet of attendees to <a href="mailto:securitydesk@tech.cornell.edu">securitydesk@tech.cornell.edu</a> at least 48 hours in advance of event.	Pre-printed pass (stickers - no picture) ready for distribution, upon verification of visitor identification.**

\*\* The department hosting the event will be responsible for managing the registration process at the time of the event with support from Campus Security. Upon conclusion of the event registration, it is the responsibility of the Cornell host to deliver a list of actual event attendees to the Bloomberg Center security desk to enable reconciliation and future planning.

Cornell Tech Hosts who experience any issues with the Envoy visitor management system should submit a ticket to: [support@tech.cornell.edu](mailto:support@tech.cornell.edu)

**Please Note:** Any exceptions to this policy may be considered on a case-by-case basis, and may only be approved by the Senior Director of Facilities Operations, the Director of Safety & Security, or one of their designees.