

WGTC 3.20

Visitors

This visitor's policy outlines rules for receiving visitors at various West Georgia Technical College campuses and sites to ensure that visitors do not pose a threat, cause danger, or distract employees and students from their work.

WGTC welcomes visitors for a reasonable amount of time. Future students as visitors are permitted to go to offices for services such as the Enrollment Center and the Library. All other visitors should sign in at the campus police office and show some form of identification. When possible, Campus Police should be informed in advance by WGTC Faculty or Staff, prior to the arrival, of any visitors/guests, contractors, or vendors. These visitors will receive an appropriate pass as determined by the campus police officer (Visitor, Contractor, Vendor). Passes should be returned once the visit is over.

Students are not permitted to bring children or other visitors to their instructional classrooms for any reason. WGTC faculty or staff who have children need to ensure they make appropriate arrangements for care based on their approved work schedules. Children of faculty, staff and/or students are not permitted on any campus or instructional site except in circumstances outlined in TCSG policy.

This policy is based on guidelines from the Georgia Department of Administrative Services Risk Management Division.

Reference: State Board Procedure 4.3.2p7.
<https://tcsգ.atlassian.net/wiki/spaces/policymanual/overview>

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