



OKLAHOMA SCHOOL of SCIENCE and MATHEMATICS

Visitor Policy

The Oklahoma School of Science and Mathematics welcome and strongly encourage parents/guardians, members of the community, and other interested persons to visit campus. Visitor policies and procedures have been implemented in a continuing effort to provide for the safety of our students, faculty, and staff.

All visitors must enter through the main entrance of the Shedrick Library and proceed directly to the receptionist desk. If the receptionist is not available, or outside of regular business hours, visitors may check in with security. (Note – OSSM Security will periodically be out of office on official duties and may be contacted via phone number posted on office window)

Upon check in, visitors will receive a visitor badge. This badge must be worn in a visible place at all times while on campus. Visitor badge will not grant access to any location on campus, visitor must be escorted to and from Shedrick Library for check in/out. Upon departure from campus, visitor shall exit through the Shedrick Library to check out and return the visitor badge.

Appropriate OSSM host will be notified upon completion of check in process. All visitors are to be escorted at all times while on campus by either an OSSM faculty, staff member or student. Faculty and staff members should be alert for unauthorized visitors and report their presence to security immediately should there be concerns about whether individual may be unauthorized.

Parents/Family Members/Friends

Students may identify individuals as authorized visitors to be granted access during the hours approved by OSSM. (See student handbook for more information regarding hours) Upon arrival to campus, authorized individuals must enter through the main entrance of the Shedrick Library and check in at the receptionist desk or security office. Proper identification will be required upon check in prior to receiving a visitor badge. Upon completion of check in, student will be notified regarding arrival of visitor. Student must meet visitor in Shedrick Library and visitor will be required to be escorted at all times.

During regular business hours (8:00am-5:00pm), visitor should be escorted back to Shedrick Library to complete check out as detailed previously. Outside of regular business hours, visitor may check out with Residence Hall staff member on duty and return the visitor badge. Upon completion of check out, Residence Hall staff member may grant access for visitor to depart campus via Gazebo Gate. (Residence Hall staff, please ensure security is notified when departure granted via Gazebo Gate) If

visitor is unable to check out with Residence Hall staff outside of regular business hours, check out should be completed with security in Shedrick Library.

Alumni

OSSM alumni will check in according to visitor procedures. Upon completion of check in, if there is no scheduled appointment with OSSM faculty or staff member, the Director of Public Relations or Director of Admissions will be notified of alumni arrival. Visitor procedures shall be followed throughout visit to campus.

COVID-19

Please be aware that OSSM has implemented additional guidelines and restrictions as listed below to ensure a safe environment for students, faculty and staff during the COVID-19 pandemic.

- All visitors must have a scheduled appointment.
- All visitors must wear a mask.
- All visitors should use the hand sanitizer provided upon entering campus.
- Students are limited to the number of authorized visitors allowed. All visits by authorized visitors with student(s) shall be scheduled in advance and are restricted to designated visiting locations within Shedrick Library. Outdoor visits with students do not require advanced scheduling.
- All visitors must pass a COVID-19 screening. Visitors with fever greater than 100.4, congestion, dry cough, breathing difficulties, sore throat and/or chills should NOT enter campus. It is extremely important that you do NOT come to OSSM if you are sick. Please do not place our students and employees at risk.