

## COB Policy on Classroom Guests

In accordance with [OSU's policy](#) on verification of COVID-19 vaccine or recent negative test for events, gatherings and activities, the college is **requiring all guests in the classroom** to verify their COVID vaccination status or provide a recent negative test.

This applies to **guest speakers, research presenters**, and any other **non-OSU guests in the classroom**.

When inviting a guest to your class or for a research presentation, we recommend using the following language to inform them of this requirement:

OSU has a vaccination policy in place for employees and students. As an added measure to reduce the risk and spread of COVID, we will be asking you to provide proof of vaccination or proof of a recent negative COVID test (within 3 days) before visiting the classroom. I will be happy to do a quick Zoom call with you prior to your visit to view one of these items, or you are welcome to bring it with you. A photo on your phone will certainly suffice! If you are not able to produce one of these items, we can also do your visit remotely over Zoom. We very much appreciate you taking this extra step to keep our students, faculty and staff safe.

Below is what we can accept for verification of vaccination status or recent negative COVID test:

- Proof of vaccination – **CDC vaccination record card**, or a copy or photo of the card (photo on a phone is acceptable). Cardholders must be at least two weeks past receiving their second dose of Moderna/Pfizer (or other WHO-approved vaccine) or single dose of Johnson & Johnson.
- **Negative COVID test administered in the previous three days**. A test result in the form of written medical documentation (paper or electronic copy). Test must include test result, type of test, entity issuing the result, and specimen collection date. The test must be a SARS-CoV-2 viral test with Emergency Use Authorization or full approval from the US Food & Drug Administration.

You can set up a brief Zoom call prior to your class to review your guest's proof of vaccination or recent negative test. This will ensure that they can meet the requirement and prevent a last-minute issue for you. You can also review their proof of vaccination or recent negative test in person before class. Do not ask your guest to send you a copy of either item. If they do send it to you, delete it from your email – OSU expressly prohibits maintaining copies of proof of vaccination or negative test provided by guests.

If a guest is unable or unwilling to produce a proof of vaccination or recent negative test, they cannot visit your classroom. They can, however, visit your class via Zoom. Numerous guests have visited our classes via Zoom with great success – this gives us access to a much wider pool of guest speakers.

When checking your guest's proof of vaccination or recent negative test, you can consult [this policy for more guidance](#), but here is what to look for:

- Proof of vaccination – CDC vaccination record card, or a photocopy or photo of the card (photo on a phone is acceptable). Cardholders must be at least two weeks past receiving their second dose of Moderna/Pfizer or single dose of Johnson & Johnson.

**OR**

- Negative COVID test administered in the previous three days. A test result in the form of written medical documentation (paper or electronic copy). Test must include test result, type of test, entity issuing the result, and specimen collection date. The test must be a SARS-CoV-2 viral test with Emergency Use Authorization or full approval from the US Food & Drug Administration.

A reminder that Faculty Services can assist you with guest logistics, including parking passes and college-branded gifts and thank you cards. If your guest visits remotely via Zoom, Faculty Services can mail a gift and thank you card! Simply [fill out this form](#) in advance of your guest's visit to request services.

Please reach out to your School Head or Tracy Speelhoffer with questions regarding this policy. Thank you for helping to keep everyone safe!