



College of The Albemarle Policy

Policy Number: 2.1.1

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Title: Visitors

Related Policy and Procedures: Policy Code: 3.4.10 Volunteers

Division of Responsibility: Operations

The College welcomes visitors to campus. All visitors must comply with the College's policies and procedures. Additionally, in the interest of safety, and to minimize disruption to classes and operations, all visitors shall adhere to the following rules:

- A. All visitors should report to the College's front desk for assistance. The front desk is located in Building A for all campuses except for COA - Edenton-Chowan. The front desk at COA - Edenton-Chowan is located in Building C.
- B. All visitors to instructional areas must have the instructor's prior approval.
- C. All visitors to laboratories, shops, or other potentially hazardous areas must be escorted by a College employee.
- D. Individuals visiting the College as a volunteer should follow Policy Code: 3.4.10 Volunteers.

June 13, 2023

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N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision