

CORNELL TECH FACILITIES OPERATIONS (SOP)			
Section:	Safety & Security	Procedure #:	SEC-01
Subject:	Cornell Tech Visitor Policy	Effective Date:	July 1, 2017
		Revised Date:	8/29/25
Department Lead:	Director of Safety and Security	Reviewed Date:	8/29/25

Cornell Tech Faculty, Staff and Students are permitted to bring a visitor or visitors into campus buildings.

Registration Process

Prior to a visitor arriving on campus, Cornell Tech Hosts should register visitors by creating a user account and logging in at: <https://dashboard.envoy.com/login>. **Envoy is only accessible to Cornell Tech full-time faculty, staff, and PhD students.** Once 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.

Visitor guidelines:

- **For Faculty, Staff, 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 email and issued a visitor pass. **The host must remain with their guest at all times. Guests are not free to roam campus buildings unescorted at any time.**
- **During the hours of 9:00 AM – 11:00 PM Monday through Friday, Cornell Tech faculty, staff and PhD hosts are allowed no more than three (3) accompanied visitors** at a time in their 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.**

- **Master's students** are limited to two **(2)** visitors at a time, and they must be present at the Security Desk to sign them in; thereafter, the **master's student must accompany the visitor at all times.** **Visiting hours for Master's students guests are from 9AM to 9PM Monday through Friday.**
- 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.

Host Faculty, Staff and 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 visitor responsible 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 help the visitor to reunite them with their host.

Hours of Access

Cornell Tech facilities are open for regular business from 7:00AM – 7:00 PM.

Cornell Tech Hosts must always be present with their visitors while on campus.

Masters' students and their visitors may access the Masters Studio and the common areas of the 1st & Cellar floors of the Bloomberg Center and the Master's Collaboratory on the second floor of the Tata Innovation Center. However, they are not permitted on any upper floors (2nd 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 is open for business.

Access to the Building for Events or large groups:

Number of Visitors	Registration	Type of Passes
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 securitydesk@tech.cornell.edu 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: BuildingAccess@Tech.cornell.edu

For student run campus events please contact Studentaffairs@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.