

Law School Visitor Registration Form

Due to the COVID-19 global pandemic, we ask that you complete this form on the day of your visit to the Law School and return it to the office you are visiting by email at least two hours before your visit. Each individual visitor must fill out a separate form.

We will not be able to accommodate your appointment without having received this form at least two hours before you arrive for your appointment.

Full Name

e-mail

Phone #

1. Who are you coming to see at the Law School? _____
2. What is the purpose of your visit? _____
3. What is the time of your appointment? _____
4. Did you take your temperature before filling out this form? _____
5. Have you had a fever (100.0 degrees F or 37.8 degrees C or higher in the past 24 hours)? _____

*If your answer to question #5 is “yes,” we ask that you notify the Office that is organizing your visit that you will need to cancel or postpone your visit.

6. Are you experiencing any of these symptoms related to COVID-19?

*If you are experiencing any of these symptoms, we ask that you notify the Office that is organizing your visit that you will need to cancel, postpone or arrange a virtual visit.

- ☐ Chills
- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Fatigue
- ☐ Muscle or body aches
- ☐ Headache
- ☐ New loss of taste or smell
- ☐ Sore throat
- ☐ Congestion or runny nose
- ☐ Nausea or vomiting
- ☐ Diarrhea

7. Do you have a COVID-19 appropriate face covering? _____

* You will not be allowed entry into the building without a COVID-19 appropriate face covering.

...

In order to safeguard our Law School community, we ask that you arrive at the East Blvd. entrance to the Law School wearing a COVID-19 appropriate face covering and wait for the liaison from the appropriate Law School office to meet you. If the liaison does not meet you at the appointed time, please let the Security Desk officer know, and the officer will contact the office to let them know you have arrived. While in the building you will be required to comply with social-distancing and sanitization policies.

Please download this form, save a copy once you have filled it in, and email it back to the appropriate office:

- (a) Prospective students and their families should email the Admissions Office: lawadmissions@case.edu
- (b) Clients of the Clinic and other persons whose physical presence is reasonably necessary to represent those clients effectively should email the Law Clinic: lawclinic@case.edu
- (c) Guest Lecturers/Speakers for in-person classes should email Jennifer Hines (jlh190@case.edu) with the Office for Academic Affairs.
- (d) Invited guests who come to meet with Development staff should email the Development Office: jason.gray@case.edu
- (e) Invited guests who come to meet with the Deans should email the Deans' Office: txm333@case.edu
- (f) Invited Student Services speakers should email the Office of Student Services: lawstudentservices@case.edu