


# How to Add a Long Term Visitor to the COVID Cheq System

If there is a non-Marquette individual who will need to be on campus for more than a day, a Marquette faculty or staff sponsor can complete the [COVID Cheq Long-term Visitor Form](#).

The form will ask if the Visitor's organization has a formal COVID screening process. If the organization does, then no further questions need to be completed. If not, several more questions will need to be completed including the Start Date and the End Date that the Visitor will be on campus.

Once the form is completed the COVID Cheq system will then send a Daily Screening to the Visitor during the dates provided. The Visitor will be expected to complete the Daily COVID Cheq Screenings each day. The sponsor will be able to view compliance information as well as the Status (CLEARED, Not Visiting Campus, or STAY HOME) of the Visitor each day.

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## COVID Cheq Long-term Visitor Form

COVID Cheq is a daily online survey that asks a series of questions related to COVID-19 before someone can visit the Marquette University campus. A Marquette faculty or staff sponsor can complete this form to have a long-term visitor receive the daily COVID Cheq surveys. There is mention below of a form owner seeing your name and email address. By submitting this form, your name and email address are collected, so authorized COVID Cheq administrators can know who submitted the form, and thus who the sponsor is.

Hi Erik, when you submit this form, the owner will be able to see your name and email address.

\* Required

1. Visitor First Name \*

2. Visitor Last Name \*