



National Radio Astronomy Observatory
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IMPORTANT: Hosts are responsible for their visitors while they are on-premises. If a visitor requires assistance beyond what is generally provided by the observatory, such as transportation or personal care, it is the host's responsibility to assist them. Hosts or their designee must be available, if not physically present, for the entirety of their visitors' stay.

New Mexico Tech (NMT) Host Checklist

The NRAO welcomes thousands of visitors every year; each needing access to NRAO resources and facilities. We permit access to NMT visitors by coordinating with an NMT host who informs visitors of, and confirms their compliance with, our policies and protocols. This checklist is a quick reference for all NMT faculty and staff who wish to host visitors at the NRAO Guest House.

Please refer to this sheet before inviting guests to our facilities. If you have questions about visitors or any items on this list, please contact Bernadette Lucero at nmreserv@nrao.edu.

Action	Description & Links
<input type="checkbox"/> Visitor Registration	Refer your visitor to the Visiting NM page (https://science.nrao.edu/about/socorro/dsoc). They should register as a New Mexico Tech Visitor.
<input type="checkbox"/> Payment for Lodging	Visitors will indicate what rooms/accommodations they need during registration. Payment for lodging is due at the time of booking. The visitor or host must contact our receptionist (aocrecep@nrao.edu or 575-835-7000) to make payment following registration. <u>Reservations will not be confirmed until payment is received.</u>
<input type="checkbox"/> Verify COVID-19 Vaccination	<u>As a host, it is your responsibility to ensure that your visitor has provided you with proof of their vaccination status.</u> If their vaccination attestation is not in line with the current NRAO policy, their registration will not be accepted.
<input type="checkbox"/> NRAO Safety Protocols	All visitors must comply with NRAO/AUI safety protocols while staying in the Guest House; these include: <ul style="list-style-type: none">• Proof of current COVID-19 vaccination, verified by NMT host.• To be fully vaccinated, the date of the final shot in the vaccine series can be no fewer than 14-days before arrival. If eligible, visitors must have received their first booster shot.• Accepted vaccines include Pfizer, Moderna, and Johnson & Johnson.• All visitors may be asked to show proof of vaccination status at check-in or at any time during their stay.• Food prep and storage are allowed in common areas, masking and social distancing may be required depending on local conditions.• Sanitization of common areas after use—supplies provided by NRAO.
<input type="checkbox"/> Lodging Exceptions/Exclusions	All visitors should be aware of the following exceptions and exclusions: <ul style="list-style-type: none">• The NRAO Guest House is for short-term lodging only (fewer than 30 nights).• <u>Pets are not allowed on the Guest House premises, with no exceptions.</u>• No smoking or vaping indoors.• Room telephones make local calls only and there is no mail delivery to the Guest House.
<input type="checkbox"/> VLA Tours	Tours of the VLA may be available, please see https://public.nrao.edu/visit/very-large-array/ for further information.