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.**

NRAO-NM Host Checklist

The NRAO welcomes thousands of visitors every year; each needing access to NRAO resources and facilities. We permit access through coordination with an NRAO-NM host who informs visitors of, and confirms their compliance with, our policies and protocols. This checklist is a quick reference for all NRAO-NM employees who plan to host visitors at the DSOC, VLA, ABQ, or our VLBA sites.

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

Action	Description & Links
☐ Check Operations Status	Review all current policies related to visitor access, especially as it pertains to local COVID-19 conditions. For New Mexico, this information can be found here: https://staff.nrao.edu/wiki/bin/view/NM/NmCovid19
☐ Visitor Registration	Refer your visitor to the Visiting NM page (https://science.nrao.edu/about/socorro/dsoc), review the different visitor types and advise which form to fill out based on their required access and use of our facilities.
☐ Visitor Policy/Training	Review the Visitor Resources page (https://info.nrao.edu/computing/visitorSvcs) to ensure that any long-term (> 3-months) visitors receive all relevant policies and training (e.g., Cyber Security, Anti-harassment). Verify which visitors qualify by appointment here. If your visitor qualifies, send an email to nmreserv@nrao.edu for assistance.
☐ Visitor Computing Access	Access to NRAO resources like computers, journals, and email must be approved by an Observatory Assistant Director. To arrange for access to these resources you will need to fill out the Resource Access Request form (https://info.nrao.edu/computing/visitorSvcs/nrao-resources-access-form) and submit it to the helpdesk (helpdesk@aoc.nrao.edu) for processing.
☐ Verify DPS/COVID-19 Vaccination	As a host, it is your responsibility to ensure that your visitor is screened through DPS (if applicable) and that they have provided you with proof of their vaccination status. DPS screening happens automatically once a visitor registers, however, if they do not pass their screening or their vaccination attestation is not in line with current policy, you must communicate this to your visitor and advise that they will not be permitted on NRAO premises. Failure to do so violates our safety policies.
☐ Sponsored Visitors	If the NRAO is sponsoring a visitor a Travel Authorization Form (https://info.nrao.edu/oas/fiscal/external-forms/travel-authorization-form/view), is required.
☐ VLA/VLBA Site Visits	All official tours to the VLA and VLBA sites must be approved by the Deputy Assistant Director for Operations, Claire Chandler (cchandle@nrao.edu). The host is required to accompany their visitors to the site. A local host may be designated with approval from the Deputy AD for Operations.