




Policy and Procedures

DEPARTMENT NAME: Facilities Management		
SUBJECT: Visitors to Children's Network	POLICY NUMBER: AD-003	
APPROVAL: 	EFFECTIVE DATE: 2-1-2021	REPLACES: Policy dated 2/28/2006

- I. **PURPOSE:** This policy has been developed to provide uniform procedures for tracking visits to the Children's Network of Southwest Florida by non-employees.
- II. **REVIEW HISTORY:** The policy was last reviewed 2/28/2006.
- III. **CONTACT:** Information Technology Director
- IV. **PERSONS AFFECTED:** All Children's Network staff and visitors to the agency's buildings.
- V. **POLICY:** All visitors to any of the buildings where there are Children's Network offices at any time will register with the front desk by signing the Visitors' Log and indicating the nature of their visit. Children of employees need not sign the log personally if the employee writes their names on the log. No visitor is to be allowed access to any portion of the building without registering and being accompanied by a Network employee unless they are attending a meeting or training in the conference rooms. Visitors will indicate their departure time on the log prior to exiting the building.
- VI. **RATIONALE:** Visitors must be registered in order to:
 - Ensure that the privacy of client records is secure
 - Provide a way to ensure the safety and direction of visitors in case of an actual emergency or an evacuation drill
 - Provide a way to ensure the safety of Children's Network staff.
 Additionally, when visitors register at the front desk, calls and messages pertaining to the visitor can be directed to them efficiently.
- VII. **CROSS REFERENCES:** Camelot Community Care, Inc. Management of Environment of Care policies; HIPAA policies.
- VIII. **PROCEDURES:**
 - A. All visitors to the building will have access and egress to the building through the main entrance unless accompanied by a Network employee.
 - B. Visitors to the building will register on the Visitors' Log at the front desk.

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C. Visitors exiting the building will indicate the date and time of their departure on the Visitors' Log.

IX. EXHIBITS:

Visitors Log

