

Procedure Title:

WORK CONDITIONS & HOURS

PROCEDURE NUMBER: 5-1-4

Policy Title:

VISITORS IN THE WORKPLACE

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. To provide for the safety and security of clients, employees and the facilities at Keystone. Only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.
2. Because of safety and security reasons, family and friends of employees are prohibited from visiting employees during the employees' duty time. In case of emergency, employees will be called to meet any visitor outside their work area.
3. All visitors should enter Keystone at the authorized reception or general entrance area. Authorized visitors will be escorted to their destination. Employees' are responsible for the conduct and safety of their visitors.
4. If an unauthorized individual is observed on Keystone's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area or to their supervisor.
5. Employees should adhere to Keystone's policy on visitors and family members in the workplace and on Keystone sponsored functions.

NOTES:

