

**COUNTY BOARD OF HEALTH
POLICY # HR-03413
VISITORS IN THE WORKPLACE POLICY**

Approval:			District Health Director	7/9/2020	Date



Public Health
Prevent. Promote. Protect.

1.0 PURPOSE

This policy governs visitors in the workplace. This policy is necessary to avoid disruptions to employees, to reduce personal and property liability to the CBOH and to protect the welfare and safety of visitors.

2.0 AUTHORITY – The County Board of Health (CBOH) Visitors in the Workplace Policy is published under the authority of CBOH.

3.0 SCOPE

This policy applies to all employees of the CBOH and includes normal working hours and non-working hours.

4.0 POLICY

The policy of the CBOH is to ensure that the confidentiality and integrity of the CBOH's assets and information are maintained and employee responsibilities for their visitor(s) are clearly defined.

5.0 DEFINITIONS

5.1 CBOH – County Board of Health

5.2 HR – Human Resources

6.0 RESPONSIBILITIES

Human Resources is responsible for issuing and updating procedures to implement this policy.

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	Effective Date:	04/14/14	Revision #:	1
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7.0 PROCEDURES

- 7.1** In order to minimize interference with normal operations and to avoid potential hazards and liability for the CBOH, visitors (e.g., children, other relatives, friends or acquaintances of employees) in the workplace during work hours are discouraged. Baby sitting of children by employees while on duty is prohibited. Work units may establish specific prohibitions in accordance with work-related needs.
- 7.2** Visitors must sign-in and receive a "Visitor Badge" upon entering the facility.
- 7.3** It is the responsibility of the employee to ensure that their visitor(s) comply with the terms of this policy.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	April 14, 2014	Initial Issue
	November 11, 2015	Annual Review
	July 19, 2018	Annual Review
1	June 4, 2020	Annual Review and Revised 5.2, 6.0, 7.2

9.0 RELATED FORMS

None