

<b>DEPARTMENT NAME:</b> Facilities Management									
SUBJECT: Visitors to Children's Network POLICY NUMBER: AD-003									
APPROVAL:	EFFECTIVE DATE: 2-1-202/	REPLACES: Policy	dated 2/28/2006						

- I. <u>PURPOSE</u>: 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. <u>CROSS REFERENCES:</u> 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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## Children's Network of Southwest Florida Visitors to Children's Network

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

## IX. **EXHIBITS:**

Visitors Log

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## Visitor Sign-In Sheet



The Children's Network of SWEL respects the privacy and confidentiality off every individual in our care. As a visitor, contractor or client, to our office, you may come into contact with confidential and proprietary information (information of any kind. nature or description concerning many contact with confidential

on concerning program operations or consumers of Children's Network's services.	* Hold, in strict confidence, any information you may come across w
and proprietary information (information of any kind, nature of description concert	CNSFL asks that you respect the confidential nature of our business and agree to: →

while in our office.

Not disclose or divulge, either directly or indirectly, this information to others.

\* Sign below acknowledging your agreement. NOTE: If you have changes in your address or phone number, please provide your updates on this page and notify the Receptionist.

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	Special Needs Y/N (how can we help you?)					
	Change in Address or Phone (Provide to Receptionist)					
will be happy to assist you.	Purpose of Visit					
onist. We	Time Out					
the Recepti	Time In		Ÿ			
lease notify	Date					
If you require special assistance while in our office, pl	Name/Agency Date Time Purpose of Vi					