

Stark County Board of Developmental Disabilities

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VISITORS

POLICY

All visitors to Board facilities shall first report to the Main Entrance reception desk at the facility they are visiting. A standardized process is in place at each facility involving visitor check-in, check-out, and the issuance of a Visitor badge that must be worn at all times during the visit.

All visitors should be accompanied by the employee(s) that they are visiting for the duration of their stay. This requirement does not apply to visitors from other work sites that are employees of the Board, or parent volunteers at the schools whose presence has been authorized by the Principal of School Programs or Director of Early Childhood. In addition, volunteers, interns, or practicum students that are in compliance with Board Policy 4.05 are not required to be accompanied by an employee for the duration of their assignment. Special arrangements may also be made to accommodate auditors or contractors on short or long term assignments. Any special arrangements for long term contractors must be cleared with the Safety Officer or the Director of Human Resources.

Historical Resolution Information		Reviewer(s): Director of Human Resources
Date	Resolution Number	
1/24/17	01-04-17	
3/31/20	03-17-20	
6/27/23	06-24-23	

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VISITORS

PROCEDURE

1. Visitor access guidelines to buildings operated by the Stark County Board of Developmental Disabilities are outlined below in order to establish consistent practices to ensure the safety of all employees and individuals.
2. Each building has a designated Main Entrance which is **not** to be used as an employee entrance unless the employee is visiting from another Board site.
3. Designated employee entrances to be used by employees at their respective sites are as follows: WDC – Doors, B, C, and I; Eastgate – Doors A, C, and H; and Southgate – Doors I, F, and J.
4. After greeting the visitor, the receptionist should ask the visitor to sign-in. All locations are provided with standardized sign-in sheets. These sheets must be utilized at all times. Completed sign-in sheets should be maintained at each site at all times.
5. All visitors are to remain within the enclosed, secured area as they sign in until a Board employee or supervisor is called to the main entrance to escort the visitor to their meeting, service call, or scheduled event.
6. An employee visiting another site is not required to have an escort after signing in.
7. Meeting rooms are to be scheduled by the meeting organizer whenever possible.
8. At Whipple-Dale Centre only, if the front desk employee is notified in advance of a visitor's arrival, the visitor will be permitted to wait in the main lobby after signing in. Under no circumstances is the visitor permitted to leave the secured lobby until the employee arrives to escort them to their meeting location.
9. All visitors must be issued a visitor name tag/badge. A Stark County Board member or an employee visiting a work site, other than their own, are required to sign in and out as well as list the reason for their visit at the work site. A Stark County Board issued ID badge is sufficient identification for an employee or Board member.
10. The secured door(s) should never be opened if the visitor is upset or agitated. Front desk personnel should utilize the alarm system, call 911, page Code MacGyver (please refer to safety badge) along with the location, or contact a supervisor. In the case of an upset visitor, no other visitor should be permitted to enter the building through the secured door(s) until such time that the matter has been resolved.

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11. All visitors exiting the building should be escorted back to the secured entrance area to sign out and return their visitor badge.
12. Any employee who notices a visitor without a badge should bring the situation to the attention of a member of management immediately.