

Stark County Board of Developmental Disabilities

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VISITORS

POLICY

All visitors to Board facilities shall first report to the reception desk or administrative office 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 stay. 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):
Date	Resolution Number	Director of Human Resources
3/10/06	3-35-06	
12/14/13	12-88-13	
1/24/17	01-04-17	

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PROCEDURE

1. 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.
2. A Stark County Board member or an employee visiting a work site, other than their own, are required to sign in and sign 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.
3. A visitor badge displaying the Board's logo is required to be worn by each visitor. Visitor names must be printed in black magic marker along with the date and time the visitor badge was issued.
4. Once the receptionist has determined who the visitor is meeting with, the receptionist should ask the visitor to take a seat in the Lobby.
5. The receptionist then contacts the appropriate manager or supervisor and lets them know that they have a visitor. If the visitor requests to see a non-manager, that employee's manager or supervisor should be contacted and notified that the employee has a visitor.
6. The receptionist should update the visitor based on what was learned from the manager or supervisor.
7. The receptionist may mention to the visitor that another building entrance would be more convenient to use in the case of future visits (if applicable).
8. The receptionist should mention to the visitor that all doors are labeled with a letter or a number for easy recognition.
9. The receptionist should not redirect the visitor to another entrance door.
10. The supervisor or manager is required to meet the visitor in the Lobby and escort the visitor to the next location.
11. Visitors will not be permitted to travel beyond the designated Lobby at any location without a proper escort.
12. Visitors are required to sign out when they leave and drop off their visitor badge with the receptionist.

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13. Any employee who notices a visitor without a badge should bring the situation to the attention of a member of management immediately.