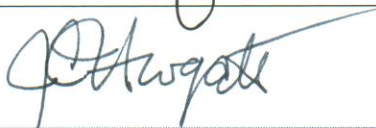




**GEORGIA DEPARTMENT OF PUBLIC HEALTH
POLICY # HR-03413
VISITORS IN THE WORKPLACE POLICY**

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|-----------|--|--------|
| Approval: |  Kate Pfirman, Chief Financial Officer | Date |
| |  James C. Howgate, Chief of Staff | 6/3/14 |
| | | Date |

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 State Government and to protect the welfare and safety of visitors.

AUTHORITY – The Georgia Department of Public Health (DPH) Visitors In The Workplace Policy is published under the authority of DPH

2.0 SCOPE

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

3.0 POLICY

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

4.0 DEFINITIONS

4.1 DPH – Georgia Department of Public Health

4.2 HR – DPH Division of Finance, Human Resources Section

5.0 RESPONSIBILITIES

DPH Division of Finance, Human Resources Section (HR) is responsible for issuing and updating procedures to implement this policy.

6.0 PROCEDURES

6.1 In order to minimize interference with normal operations and to avoid potential hazards and liability for the Department, visitors (e.g., children, other relatives, friends or acquaintances of employees) in the workplace during work hours are

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|--|------------------------|----------|-------------|---|
| Department of Public Health POLICY AND PROCEDURES | Policy No. | HR-03413 | | |
| | Effective Date: | 07/01/11 | Revision #: | 2 |
| Visitors In The Workplace | Page No. | 2 of 3 | | |

discouraged. Baby sitting of children by employees while on duty is prohibited. Work units may establish specific prohibitions in accordance with work-related needs.

- 6.2 All visitors must sign-in and receive a "Visitor Badge" at the Security desk upon entering the government facility. The badge must be returned to the Security desk prior to leaving.
- 6.3 All visitors are required to enter and exit the government facility via the main facility entrance located near the Security desk.
- 6.4 It is the responsibility of the employee to ensure that their visitor(s) comply with the terms of this policy,
- 6.5 Visitors are not allowed in any Georgia Public Health laboratories under any circumstances with the exception of pre-approved structured events.

7.0 REVISION HISTORY

| REVISION # | REVISION DATE | REVISION COMMENTS |
|------------|---------------|--|
| 0 | July 2, 2012 | Initial Issue |
| 1 | July 24, 2012 | Annual review and update. Reformat to new template |
| 2 | May 6, 2014 | Clarification changes only to sections 1.1, 6.2, and 6.4 |

8.0 RELATED FORMS

None