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| **POLICY TITLE:**  | **Facility Access Management** - CP22 |
| **APPLIES TO:**  | All Clinical and Administrative Staff at Caregiver Grove Behavioral Health  |
| **EFFECTIVE DATE:**  | December 1, 2018 |
| **ANNUAL** **REVIEW DATE:**   | January 1 (each calendar year)Updated: February 19, 2019Updated: January 21, 2024Reviewed: August 7, 2024 |
| **PURPOSE:**  | The purpose of Caregiver Grove Behavioral Health’s Facility Access Management policy is to ensure the safety and security of employees and visitors by restricting access to authorized staff or those accompanied by authorized staff who have a valid business purpose.  |
| **DEFINITION:**  | Facility Access Management is the monitoring and tracking process of the usage of Caregiver Grove Behavioral Health’s building or site during and after business hours. Visitors may refer to employees’ friends and/or family, contractors, external vendors, stakeholders, and the public.  |
| **POLICY**  | This policy applies to all employees. Any employee found in violation of this policy may be subject to disciplinary action, up to and including termination. It is the policy of Caregiver Grove Behavioral Health to maintain the safety of its personnel, clients and facility via several methods where appropriate. Tracking individuals in the facility may be performed via a number of methods which include, but are not limited to: * Visitor Sign-In/Sign Out Logs
* Employee Badges/Keycards
* Visitor Badges
* Visitor Management Software
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| **APPLICABLE STANDARDS:** |  |
| **EXCEPTIONS:**  |   |
| **APPROVERS:**  |  Chass Rice | Vice President, Business Strategy & AdministrationJuenethia Fisher | Chief Financial Officer (CFO) |