



Visitor Policy

[Owner: Office of Human Resources]

Since the Pastoral Center is the central hub for many Diocesan ministries and services, a number of visitors enter and exit the building on a daily basis, such as other Diocesan employees, ministry and program coordinators, clients, employee acquaintances, etc. To provide for the safety and security of employees and facilities, the Pastoral Center has in place safety standards to protect employees and safeguard Diocesan and personal items and records while minimizing potential distractions and disturbances in the workplace.

Security procedures require all visitors use the front door of the Pastoral Center; employees are prohibited from allowing guests, even if escorted, to enter any other door. Authorized non-employee visitors are to check in and out with the receptionist and wear a visitor's badge at all times. Employees are responsible for notifying visitors of policies/procedures. Employees should be aware of their surroundings, conscious of unknown persons in the building and are required to walk anyone not wearing a badge to the receptionist.

Employees are to help ensure that all external access points remain locked at all times. If an access point is to be left open, the receptionist must be notified and the open access point must be attended.

Visitors who are to be on campus for multiple days must adhere to the same policies/procedures each day of their visit; the sponsoring employee must notify receptionist.

Procedure:

1. Employees expecting a visitor must notify the receptionist.
2. All visitors must identify themselves before being granted access to the Pastoral Center.
3. Receptionist will notify employee of visitor's arrival.
4. All visitors are required to sign in and out of the log and wear an issued visitors badge at all times.
5. Employee is responsible for receiving and escorting visitor to and from receptionist.
6. Unannounced visitors are required to identify themselves, the purpose of their visit and will be held in waiting area until receptionist has employee's approval.
7. Persons needing confidential admittance will be assigned a code number by the office they are visiting and will use that code number verbally and when signing in and out of the log.

Before/After Hours Access:

Visitors are prohibited from entering the Pastoral Center before and/or after normal business hours, with the exception of department-authorized board/committee meetings.

1. These visitors must adhere to these same policies and procedures.
2. An authorized employee must receive visitors, and is responsible for each visitor signing in/signing out and escorting each out of the building.
3. An authorized employee must accompany visitors at all times; visitors are not allowed to freely walk around the building.
4. Authorizing department must notify the receptionist of all meetings scheduled outside normal operating hours prior to the meeting.

A visitor may not sponsor another visitor without approval from the person they are visiting.

Receptionist will directly handle all U.S. Postal, FedEx and UPS deliveries.

All employees are responsible for adherence to this policy; failure to do so may result in disciplinary action up to and including termination.