

**Subject: Visitors in the Workplace**

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**1. Purpose**

This policy delineates employee responsibilities regarding visitors in the workplace and applies to all categories of employees (teaching faculty, adjunct faculty, administrative faculty, professional faculty, classified employees, and wage employees).

**2. Policy**

The College is committed to promoting a safe and welcoming environment for all students, faculty, and staff. The College workplace is a diverse environment of classrooms, laboratories, offices, and other places where many different activities are performed. In general, visitors are welcome for infrequent, brief visits in the workplace when the visit does not conflict with Commonwealth, College, or department policy, federal or state law or does not interfere with the work performance of employees, the productivity of a work unit, or the effective functioning of the workplace. College employees are expected to supervise visitors who enter their workplace to ensure personal safety and minimize disruption of work-related activities.

## 2.1. General Guidelines

- a. Brief visits to the employee's workplace may be permitted with the approval of the supervisor.
- b. Visitors are not permitted in the classroom, including laboratories, without the permission of the instructor, the supervising Academic Dean, and the Vice President for Academic Affairs.
- c. Visitors are not permitted in areas where confidential, sensitive information is stored/present.
- d. Visitors are not permitted in testing centers.
- e. Visitors are not permitted in areas where College records, property, documents, or equipment could be damaged or stolen.
- f. Visitors are not permitted to walk through College buildings unescorted.
- g. The frequent or extended presence of off duty employees in the workplace is not permitted.
- h. All visitors are to comply with all safety processes, procedures, and polices to include signing in upon arrival.

## 2.2. Children in the Workplace

- a. Employees may bring children to appropriate College-sponsored programs and activities.
- b. Children must be accompanied by, and under the supervision of a responsible adult at all times. Under no circumstances may children be left unattended on College property.
- c. Children may not disrupt the learning or working environment. Any child causing a disruption must be removed immediately by the responsible adult.
- d. The workplace and learning environment may not be used in lieu of childcare or in situations where a child is too ill to attend school or day care. In the case of an unforeseen emergency, children may be permitted to temporarily accompany the responsible adult to the workplace only with the permission of the supervisor.

## 2.3. Potentially Hazardous Workplaces

Visitors are not permitted in potentially hazardous areas including but not limited to any College operation or space where any of the following are present:

- a. Chemicals in use or storage
- b. Construction or renovation activities
- c. Utility equipment, tunnels, rooftops, mechanical rooms, heavy machinery, high noise levels, power tools
- d. Electrical hazards
- e. Confined spaces
- f. Food preparation areas
- g. Other areas deemed hazardous by the host department

### **3. Responsibilities**

#### **3.1. Departments/Supervisors**

College departments are responsible for developing and implementing appropriate and reasonable restrictions on visitor access insofar as it is necessary to:

- a. Protect the health and safety of employees and visitors in the College's workplaces.
- b. Protect the confidentiality of data and information that may relate to students, employees, and others served by the College community.
- c. Minimize activity that might detract from the productivity and effectiveness of the College's faculty and staff in the workplace.
- d. Maintain the security of College property and resources.

Such restrictions may provide for limitations on access, frequency, and duration of visits and must provide for appropriate supervision of all workplace visitors. Department-based restrictions may vary in degree due to the nature of the work in the Department and will consistently maintain the protections outlined in this policy.

Supervisors are responsible for the enforcement of this policy in their areas.

#### **3.2. Employees**

Employees are responsible for the conduct and safety of their visitors. The employee will greet the visitor and remain with the visitor throughout the visit.

Employees are obligated to notify the office of Public Safety and/or Campus Security when observing a child unattended on campus or observing a visitor causing a disruption.

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

#### **4. Definitions**

Child(ren) – Child(ren) are person(s) under the age of 14 who are not enrolled in the College.

Disruption – Disruption is behavior that interferes with students' or employees' participating in academic, work, extracurricular, or other college-related activities, or that impedes the orderly operation of College activities.

Employee – An employee is an individual who performs service for the College for wages or a salary.

Visitor – A visitor is any individual who is not enrolled in or employed by the College, not under contract to perform services, and who is not participating in a College sponsored program or activity such as seeking services to enroll. Visitors may include immediate and extended family members, friends, colleagues, and former employees.

Workplace – Workplace is any location where faculty or staff perform College work-related duties including College facilities, College vehicles, College premises, and College-sponsored events.

#### **5. References**

Department of Human Resource Management (DHRM) [Policy 1.60 - Standards of Conduct](#)

Virginia Community College System (VCCS) Policy 3.12 – Faculty Sanctions

Tidewater Community College (TCC) [Policy 1300 – Classroom, Occupational Safety and Health](#)

#### **6. Review Periodicity and Responsibility**

The Associate Vice President for Human Resources shall review this policy annually and, if necessary, recommend revisions.

#### **7. Effective Date and Approval**

This policy is effective upon its approval by the College President on February 26, 2024.

Policy Approved:

Procedure Developed:

Marcia Conston, Ph.D.

President

Sarah E. (Beth) Lunde

Associate Vice President for Human Resources

#### **8. Review and Revision History**

This is the first version of this policy.