

UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES POLICY AND PROCEDURES		
Policy: 02-12		Page 1 of 3
VISITORS IN THE WORKPLACE		
<p>RATIONALE: To support work-life balance while maintaining a professional workplace.</p> <p><i>Related Policies, Applicable Standards, Statutes:</i> 01-11 DHHS Facility Security, 02-19 Hybrid Work</p>		
Original Effective: July 1, 2022	Revision: July 1, 2022 March 15, 2024	Next Review Due: March 1, 2029

I. DESCRIPTION

This policy is enacted to ensure the safety of family members, maintain the confidentiality of clients and co-workers, promote a professional work atmosphere, reduce the liability of the state of Utah, and provide uniform guidelines for employees regarding visiting family members, employee visitors, and bringing children to work.

This policy is applicable to all department operational units. This policy supersedes any previous department policy governing this subject matter. It does not supplant any existing federal, state, or department laws/policies to which the department shall adhere.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **DHHS or department:** The Utah Department of Health and Human Services and collectively any operational unit within.
- B. **OU:** Operational units within DHHS, including divisions, offices, or standalone operations whose director reports to the executive director, a deputy

director, or an assistant deputy director. The Utah State Hospital and Utah State Developmental Center are considered OUs.

- C. **Visitors:** Any person entering a DHHS facility for a business or personal purpose and does not have a security access card.

III. POLICY

- A. DHHS values families and is committed to fostering a family-friendly workplace.
 - 1. Children, family members, and friends are welcome to visit in DHHS facilities as long as their presence does not disrupt office productivity, violate federal or state law, or jeopardize safety or confidentiality.
 - 2. DHHS does not permit the continual presence of children in the workplace in lieu of child care arrangements, excepting infants approved under DHHS Policy 02-33 Infants at Work.
- B. Visitors shall be identified as such when visiting DHHS facilities.
- C. Individual DHHS facilities may have their own rules that need to be followed by all visitors, along with this policy.

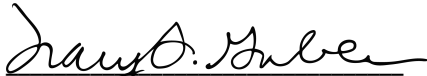
IV. PROCEDURE

- A. Visitors shall enter at the facility's main entrance during regular operating hours and shall identify themselves, who their intended host is, and the purpose for their visit at the information desk of the DHHS facility. The information desk employee shall inform the host that the visitor is at the information desk.
 - 1. Once the host provides confirmation, visitors shall be issued a visitor ID badge. They shall be informed that the visitor ID badge needs to be visibly displayed while they are in the building and returned to the information desk when they leave.
 - 2. Designated public areas of DHHS facilities do not require visitors to be accompanied by staff escorts. If the visitor needs to enter a secure area, the host shall escort the visitor personally or send someone to escort the visitor.
 - 3. If employees observe individuals in the secure areas of DHHS facilities who are not wearing a permanent or visitor ID badge, they are encouraged to escort them to their destination or inform facility security.

- B. In response to unforeseen circumstances, individual DHHS facilities may require visitors to follow additional safety protocols to protect the health and well-being of staff and visitors.

V. EXCEPTIONS

- A. The executive director may make exceptions to this policy, in accordance with procedures outlined in DHHS Policy 01-01.



Tracy S. Gruber

Utah Department of Health and Human Services Executive Director

March 15, 2024

Date