

Policy Name: Building Access
Policy Number: ADM 9.08
Title of Policy Owner: Executive Council
Approved by: Executive Council
Effective Date: 8/15/2021
Version: 1.0
Policy Status: Approved

I. Policy

Southside College of Health Sciences controls access to all buildings by limiting and controlling the use and function of both access cards and keys issued to all associates, students, contractors, outside vendors, as well as all other event participants. SCHS does not have residential students.

II. Purpose

To enhance safety and security in SCHS buildings to provide an optimal teaching, learning, and working environment to all building patrons.

III. Scope

This policy applies to all associates, students, contractors, and other guests.

IV. Definitions

None

V. Policy Details

General Building Access

SCHS building access hours are posted on the College website and are updated regularly. Student access to the SCHS campus on Clairmont Court is through their school-issued access cards and is limited to 7am through 5pm, Monday through Thursday and Friday 8am through 4pm. If necessary, the Director of Business Operations in collaboration with the appropriate College leaders may adjust building hours to better suit a specific need(s).

After-hours access to the SCHS building is limited to associates, students, and contractors who have been properly authorized in advance to enter the building.

Associates are required to sign in and out of the building using a sign-in log at their designated area. This is to ensure that all associates are accounted for during an emergency.

Visitors, contractors and vendors are required to sign in and out at the reception desk.

Access Cards

Associates and Students

The Director of Business Operations (or designee) activates building access cards at the time of initial enrollment or employment. Hours of access to the building will be restricted to those hours that an associate or student requires access to the building.

Students or associates who require access to areas of the College for which they do not have approved access, should contact the Director of Business Operations.

Access cards will be deactivated when an associate leaves employment with the organization and when a student graduates or is permanently withdrawn from the College.

Contractors/Vendors

Contractors and vendors may be issued a temporary access card which will allow entry into and access to areas of building necessary for their job duties.

Access cards that are lost or stolen must be reported immediately to the Director of Business Operations. The Director will issue a replacement access card within 72 business hours unless it is returned within 24 business hours of reporting.

Keys

The assignment of building keys, including office and file cabinet keys, is managed by the Director of Business Operations. Keys other than those necessary to access personal spaces should not leave the building, (i.e. secure file room, Ions Conference Center, etc.), and should be stored in a secure manner.

Duplication of keys is prohibited.

Keys that are lost or stolen must be reported immediately to the Director of Business Operations. The Director will issue replacement keys within 72 business hours unless it is returned within 24 business hours of reporting.

If an associate resigns, they should return their office and file cabinet keys to the Director of Business Operations on or before their last day worked.

Records

Authorization records will be kept on file with the Director of Business Operations.

Any associate, student, contractor, or vendor who violates this policy or the terms or conditions of access is subject to disciplinary action, including but not limited to, loss of access privileges and may be charged a replacement cost for lost items.

VI. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole

discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	8/1/2021	Revised and new template	Executive Council