



Facility Security



Policy A-IC-15

September 15, 2005
Revised September 24, 2014
Revised September 30, 2016
Revised June 13, 2019

Purpose: Ensure the security of buildings, facilities and the contents within.

Policy: Electronic cards, fobs and/or keys are issued to employees upon hire. Key cards are programmed to allow access to only facilities necessary to that employee. Physical keys will be distributed only as approved by the District Director. All Three Rivers District Health Department employees will be required to adhere to the HIPAA Security Policy. All visitors who come into the office are required to sign in (Form A-IC-15 (B)). Upon an employee's departure of employment, all keys and property belonging to the agency shall be returned prior to the end of the employee's last day of employment. Card key access will be deprogrammed by the IT Manager.

Procedure:

- I. Assignment of facility keys
 - A. Physical facility keys shall only be issued to staff approved by the District Director. Physical keys are typically issued only to maintenance/emergency personnel. However, those facilities within the agency that do not have electronic key access, may require outside entrance keys to staff utilizing that facility.
 - B. The Maintenance Supervisor shall be responsible for issuing all internal office door keys.
 - C. The Information Technology Manager shall be responsible for the electronic key access at facilities including:
 1. The issuance and management of the cards including collection and the end of employment.
 2. Database management for key card accesses and restrictions at the various agency facilities.
 - D. The Personnel Specialist or Manager will notify the IT Manager regarding deactivation of key card access upon employee exit or termination.
- II. Visitor Sign-in Sheet

- A. All visitors who come into a TRDHD building are required to sign in (Form A-IC-15 (B)) & out.

III. End of day procedures

- A. It is the responsibility of each staff member to turn off lights and secure appropriate work areas. At 4:30 P.M. of each workday, the Receptionist and the Health Center Support Staff or designee will turn off all lights in general work areas, ensure that all exterior entrances are locked, and turn off coffee makers. Patient records & other confidential documents should be locked up and computer monitors must be shut down and/or logged off.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date

