

POLICY

Access to all Poverello Facilities are thoughtfully controlled so as to maximize their effectiveness for program participants and to maintain safety.

PROCEDURE

This policy sets forth the institutional buildings and facilities access expectations, and defines responsibilities to maintain and apply implementation governing principles to comply with this policy.

All ingress and egress access points in TPC facilities must be equipped with hardware or an electronic access authentication device that is compliant with the provisions of this policy and the accompanying facilities access governing principles for the implementation standard. Remote or electronic access must be controlled using institutionally authorized systems and hardware. The Buildings and Facilities Access Policy reflects the complexity of the TPC community, our desire to promote a safe environment for our clients, staff, volunteers, and visitors and our commitment to comply with regulatory obligations to secure certain facilities.

All individual access privileges must be granted, managed, updated and terminated based upon provisions defined in the facilities access governing principles adopted for TPC System. TPC is a community-based facility that generally allows open access to facilities. The facility is used for the conduct events, services, programs and administrative activities.

All staff/volunteer must access through the Administration door. Only the purchases, donations and orders of the FB must be received / dispatched through the back door; as well as the disposition of waste (trash/garbage). This door is strictly designated for these purposes, the inappropriate use of it can be sanctioned.

Approvals:

Signature: _____ Date: _____

Tania Taveras, MBA HRM
Volunteer/HR Manager

Signature: _____ Date: 6/18/19

Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: Pending

Date Established: 06.11.2019 Date Reviewed: N/A