

**Wood County Board of Developmental Disabilities
PROCEDURE**

Procedure #:	02-ALL-ALL-0826 (AD)	Subject:	Visitors
Effective Date:	09-15-10	Last Revision:	03-06-23
Person Responsible:	Health and Safety Coordinator		
Approvals/Date:	<i>Brent Johnson</i> 3-8-23	_____	_____
	Superintendent, WCBDD	Date	Department Director
			Date

<p>The following definitions will apply:</p> <p>Visitor- Any person <u>without</u> an assigned fob.</p> <p>Facility - Wood Lane School (WLS), <u>Service and Support Building (SSB), Community Supports Building (CSB), Fairview (MF)</u></p> <p>FOB - An electronic device used in conjunction with a card reader and software to enable access to an assigned facility.</p> <p>Entrance "A" – <u>Wood Lane School and WCBDD Administration</u></p> <p>Entrance "B" – <u>Service and Support Building and ViaQuest Day Services</u></p> <p>Entrance "C" – <u>Community Supports Building</u></p>
<p>1. All visitors visiting the facilities of the Wood County Board of Developmental Disabilities will sign in at the front office of each facility upon arrival utilizing the Visitor Tracking Sheet (03-ALL-ALL-0838). On the Visitor Tracking Sheet the visitor's name, the date of the visit, the time of arrival, the purpose of the visit, and the name of the person being visited will be documented.</p> <p>a. The exception will be access by visitors to the Nichols Therapy Pool.</p>
<p>2. Following sign in, the visitor shall attach a visitor's badge prominently on his/her person and will wear this badge throughout the time of his/her visit.</p> <p>a. Once a visitor has signed in they are to wait in the lobby/reception area. The person whom the meeting was scheduled shall meet the person and walk them to the meeting location.</p>
<p>3. Upon signing out, the visitor's time of departure will be recorded, and the visitor shall return the badge to the front office personnel.</p>

Form: 03-ALL-ALL-0838

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