

Policy Number : 100.1161.100
Policy Category : General Administrative
Policy Owner : Director of Facilities & Public Safety

Policy Revision Date : 2021-05-26

Policy Audience : Staff Council, Faculty Council, Student Council

1. Definitions :

2. Leadership Council Review :

3. Introduction / Purpose :

Access to GCSOM facilities is controlled through the use of photo identification badges. Badges are used to grant access to various portions of GCSOM facilities and the parking lots. Keys may also be issued to some individuals.

4. Governance and Enforcement :

Director of Facilities & Public Safety, Public Safety Manager

5. Policy :

GCSOM faculty, staff and students are required to wear photo identification badges while on GCSOM property, as part of GCSOM activities on our Regional Campuses, and while working with any of our academic partners. Contractors, vendors and visitors must wear a photo ID badge or visitors badge. Upon arrival to GCSOM, all visitors must report to the Front Lobby desk area. For the purpose of health & safety, visitors are required to register their attendance by recording the following information: • Date of Visit • Their Name • The Company they represent • Whom they are visiting • Arrival & Departure Times Upon signing in, the visitor will be given a GCSOM ID badge. The ID badge is to be worn at all times throughout the duration of the visit to GCSOM. Upon exiting GCSOM, visitors are required to report to the Front Lobby desk area, and return their ID badge before signing out and recording their departure time. The sign-in log allows GCSOM to account for people in the building. ID badges will be assigned

based on the type of access needed. Visitors who do not need card access to any parts of the building will be given a Visitor ID badge. Visitors who need card access to parts of the building will be given a photo ID badge. TYPE OF VISITOR TYPE OF BADGE Prospective Students Visitor ID Badge Guest Lecturers Visitor ID badge Contractors Photo ID badge Vendors Visitor ID badge Interviewees Visitor ID badge Group event attendees No ID badge needed Doylestown access – Doylestown MBS students are issued both a GCSOM photo identification badge and a Pennsylvania Biotechnology Center of Bucks County (Bio Park) access card. The GCSOM badge is used to access the printers. The Bio Park card is for access to the building and classrooms. ID Badge Management: • ID badges must be worn and visible at all times • Lending an ID badge to another person is prohibited • ID badges provide authorization for access throughout the building. Do not use your identification badge to provide access to anyone else. If a person is authorized to be in a specific area, they should have their own ID badge to gain admittance. • Following someone closely to gain unauthorized access is prohibited. • If you find another person's ID badge, it must be taken to the Security desk or Public Safety office immediately. If an identification card is lost or stolen, it must be reported immediately to the Facilities & Public Safety Department. The lost/stolen card will be deactivated, and a new identification badge will be issued. Visitors are not permitted in unauthorized areas of GCSOM facilities unless accompanied by a GCSOM representative or have been authorized to be in those areas. The following are UNAUTHORIZED AREAS: G.A.L. (Gross Anatomy Lab, SIM Center, Mechanical/Electrical Rooms, Research Labs (2 & 3 West), IT Computer rooms and the Dean's Suite. UNAUTHORIZED AREA CONTACT PERSON EXTENSION PHONE NUMBER G.A.L. (Gross Anatomy Lab) GAL Lab Director 5136 (570)955-1306 (570)947-6969 (cell) SIM center Simulation 2274 (570)687-9680 Mechanical/Electrical rooms, Director of Facilities 2224 (570) 504-9681 CUP & MAB buildings, & Public Safety 2301 (570) 558-2301 roof hatches, 4 & 5 West Research Labs (2 & 3 West) Laboratory Manager 5139 (570) 955-1309 Dean's Suite Executive Office Manager 1221 (570)504-7290 Pa Biotech Labs – Doylestown (215)489-4917 Campus Central Campus (570)214-2720 South Campus-Wilkes-Barre (570)558-4278 Guthrie Campus- Sayre (570)887-4434 North Campus-Scranton (570) 504-9655 IT Computer Rooms Associate Dean / (570)504-9070 IT Network Security (570)504-9671

6. Key Stakeholders :

Staff Council, Faculty Council, Student Council