

## Building Entry & Protocol Process

**Purpose:** The purpose of this memo is to provide an at-a-glance process and protocol for staff, scheduled visitors, and unscheduled visitors.

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### I. Staff

- a. All unit leaders are to submit their weekly staff schedule the visitor spreadsheet located in the employee [only portal](#) on the bottom of the [Esperanza's](#) website landing page.
- a. If employees enter the building on a non-scheduled day they will have to sign in with security and ensure they inform the person responsible for submitting the units weekly staff schedule to properly record their building entry.
- b. Once an employee clocks-in via Paylocity and answers screening questions, they will show security they are "clocked-in" on the Paylocity app.
  - If the employee is cleared, they can proceed to their designated workspace.
  - If the employee is not cleared, their direct supervisor and HR will be notified. The employee will be asked to leave.

### II. Scheduled Visitors

- b. All scheduled meetings need to be entered into the visitor spreadsheet located in the employee [only portal](#) on the bottom of the [Esperanza's](#) website landing page.
- c. Once a meeting is scheduled, the organizer will need to send our process and protocol information to the visitor. You can find that information located in the [COVID-19 tab](#) of Esperanza's website.
- d. At the time of the visit, the visitor will be screened by front desk security and permitted to continue access to the facility only if they meet the access criteria. You will be notified once the visitor has or has not been permitted access.

### III. Unscheduled Visitors

- a. Unscheduled visitors will be asked to schedule a follow-up with the staffer or department they wish to speak with. A sign-up sheet will be available for this at the front desk.
- b. Unscheduled visitors that have an urgent need to speak with someone will be screened and sign in the same manner as scheduled visitors.
- c. If the visitor is granted building access, the department with which they wish to meet will be notified of the visit. The visitor will be asked to wait until the staff member is available to escort them to a meeting location. If staff is unavailable, a member of the Executive Team may be asked to meet with the visitor.
- d. If no staff are present to meet with the visitor, information will be taken at the front desk and forwarded to the appropriate department to schedule an appointment.

### IV. Large Groups

- a. **Staff:** The same instructions in the staff section will be utilized for large staff meetings while following [HR policies](#). The meeting scheduler will also inform [Marli Nascimento](#) Facilities VP, and [Aida Diaz](#) NEI Front Desk Receptionist upon submission of their weekly staff schedule.
- b. **Visitor:** The same instructions in the scheduled visitor section will be utilized for large visitor meetings while following HR policies. Please inform [Marli Nascimento](#) Facilities VP, and [Aida Diaz](#) NEI Front Desk Receptionist upon submission of their weekly staff schedule.

**V. Staff & Visitors Building Entry Criteria**

- a. Whether it be a staff member, scheduled or unscheduled, no one will be permitted to enter the building if they do not meet the health and safety criteria.
- b. If the individuals does not meet the building entry criteria, they will be asked to leave and the information of non-entry due to potential symptoms or exposure will be passed to [Crystal Knight](#) HR VP, [Marli Nascimento](#) Facilities VP.
- c. Please reference the [Final Coronavirus-COVID-19-company-policy \(2\).docx](#) for all policy and procedure information related to potential and confirmed cases as well as contact tracing.