

POLICY

Policy Name: Building Access
Policy Category & Number: S13
Policy Owner: Dean of Administration
Approved by: Campus Director and Dean of Academic Affairs
Effective Date: September 13, 2022
Version: 1.1
Policy Status: Approved

- I. Policy:
Building access for the Bon Secours St. Mary's Hospital School of Medical Imaging. (SOMI)

- II. Purpose:
To enhance security in its buildings, Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and Bon Secours Memorial College of Nursing (BSMCON) control access to all buildings by managing the use and function of both access cards and keys issued to all faculty, staff, students, contractors, outside vendors, as well as all other event participants. SOMI does not have residential students.

- III. Scope:
This policy applies to the entire SOMI community: faculty, staff, students, and visitors.

- IV. Policy Details:
General Building Access:
SOMI building access is through school-issued access cards. Hours are posted on the School website at <https://smhsomi.edu/location-contacts> and are updated regularly.

Access Card Activation and key Distribution:
 - A. Students
The Building Coordinator activates card access in accordance with established School building procedures at the time of initial enrollment.

 - B. Faculty and Staff

POLICY

In collaboration with Bon Secours Health System's Information Services (IS) Operations, the Building Coordinator will manage keys and access cards issued to faculty and staff that enable access to locked buildings in accordance with established School building procedures.

Keys issued to faculty and staff, other than those necessary to access the building(s) and personal spaces assigned to the requestor are not to leave campus and should be stored in a secure manner.

Access Cards Deactivation and Replacement:

Access cards will be deactivated upon associate termination as well as when a student graduates or withdraws permanently from enrollment.

A. Lost or Stolen Access Cards

- I. Students or employees who lose or misplace an access card **must** report the loss immediately to the Building Coordinator during normal business hours.
- II. The Building Coordinator will issue a replacement access card within seventy-two (72) business hours, unless it is returned within twenty-four (24) business hours of reporting.

Other Access Card and Key Considerations:

Duplication of Keys

Any duplication of keys is strictly prohibited.

A. Additional Access Beyond Normal Access

Students or employees who need access to areas of the School for which they do not have issued access should contact the Building Coordinator for assistance.

B. Loss of Access; Termination

Any individual who violates this policy or the terms or conditions of access is subject to disciplinary action, including but not limited to, loss of access privileges.

Contractors and Outside Vendors Access:

POLICY

Contractor and vendor access to BSMCON/SOMI buildings is governed by Bon Secours Health System's policies related to contractors and outside vendors. In addition, all contractors and vendors are required to sign in and out of all BSMCON/SOMI buildings and work with the Building Coordinator for all other access-related needs. The building Coordinator or the appropriate BSMCON/SOMI leader bears supervisory responsibility of any contractor or vendor under their purview.

Records:

Authorization records will be kept on file with the Building Coordinator's office, as appropriate.

V. Definitions:

None

VI. Attachments:

None

IX. Disclaimers:

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control:

Version	Date	Description	Prepared by
1.0	10-16-2020	Revisions and new template	Safety & Security Officer
1.1	9-13-2022	Section IV: Building access intro paragraphs updated	Director of Compliance & Risk Management
1.1	10-24-2022	Updated website links	Director of Compliance & Risk Management