

River Valley Therapeutic Residence Policy and Procedure		
Facility Access		
Effective: 10/10/2023	Revised:	Due to Review: 10/10/2023

POLICY

River Valley Therapeutic Residence (RVTR) recognizes the safety and security risks that can present in health care environments, particularly in secure, psychiatric settings. For this reason, RVTR identifies all areas of the facility as security sensitive and aims to control, limit, and/or restrict access to and from. RVTR personnel shall be issued keys and/or state identification cards in accordance with the work expectations and responsibilities of the positions they hold.

DEFINITIONS

Personnel: For the purposes of this policy, personnel shall refer to residence employees, contractors, students, and volunteers who access the facility independently. Individuals who are not identified as needing independent access are to be considered visitors of the residence.

Visitor: A facility visitor is defined as any individual who cannot access the facility using their own issued identification badge and keys.

PROCEDURE

- After completing Agency of Human Services (AHS) required background/record checks, personnel shall be issued key(s) and state identification (ID) cards during their onboarding period. Issued keys/ID cards will provide access to designated areas of the facility in accordance with the expectations and responsibilities of the position they actively hold.
- A single point of entry, the staff entrance vestibule (177B), shall be used for all RVTR staff employed by the Department of Mental Health. When entering the building, all personnel must badge in. The practice of following other staff who have badged in without badging in themselves (tailgating) is not permitted and is considered misconduct. All visitors, and staff who arrive on duty without their state issued ID cards shall enter the facility through the main entrance vestibule (100A). Visitors shall follow the RVTR Visitor policy. Staff who have arrived on duty without their state assigned ID card will be met by the Lead Nurse or designee who shall verify the employee's current employment status. Once verified, and if the individual remains employed by RVTR, they shall be issued a

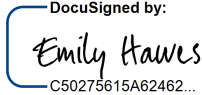
temporary ID card to enter the facility.

- Residents of a Secure Residential Recovery Facility in the State of Vermont have the right to know the identity and professional status of individuals participating in the resident's care pursuant to the State of Vermont ***Licensing and Operating Regulations for Therapeutic Community Residences***. State issued ID cards must display name and be visible above the waist while on duty.
- Personnel may only retain key/ID cards that have been properly issued and are pertinent to their current position. Personnel who change position and have key/ID cards which permit access to designated areas of the facility which are no longer required to perform the functions of their position, are responsible for returning key/ID to the Administrative Services Coordinator III or requesting the necessary access changes.
- Duplication of residence keys is prohibited.
- Personnel are to keep key/ID cards in their possession at all times while in the facility.
- Keys and ID cards shall not be joined together and shall not be secured to removable layers of clothing.
- It is not permitted to exchange or loan keys or ID cards to others. If a key or ID card is needed to perform work responsibilities, the key or ID card should be requested from the Administrative Services Coordinator III.
- Key/ID cards shall be kept in a secure location when not in use.
- Personnel are responsible for immediately reporting the loss of any key/ID card to the Administrative Services Coordinator III or Program Director.
- Requests shall be made to the Administrative Coordinator III, or designee, in the following instances: to deactivate ID cards as soon as possible when reported lost, when not returned post-employment, when personnel are placed on any sort of administrative leave, or if there are concerns that access poses risk to facility safety/security.
- Personnel may be held responsible for costs associated for any key/ID card lost.
- Upon termination of employment, personnel must return all keys/ID cards that were issued to the Administrative Services Coordinator III.

Personnel found to be in violation of this policy and procedure may be subject to disciplinary action up to and including dismissal from employment and/or revocation of access privileges.

References

State of Vermont Licensing and Operating Regulations for Therapeutic Community Residences

Approved by	Signature	Date
Emily Hawes Commissioner Vermont Department of Mental Health	 <p>DocuSigned by: <i>Emily Hawes</i> C50275615A62462...</p>	10/11/2023