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1. POLICY

- 1.1. Community Living Glengarry is committed to providing a safe work environment for the people we support, employees, visitors and vendors. Also to ensure that visitors are knowledgeable of the Health and Safety Policies relative to their presence at Community Living Glengarry.

2. STANDARD

- 2.1. Visitors and Vendors to the workplace are generally welcome and in some settings even encouraged. However appropriate precautions and limitations on visitations are necessary to protect health and safety and to maintain productivity and regulatory compliance.
- 2.2. This policy applies to all location of Community Living Glengarry:
- 2.2.1. Don Johnson Building, 332 MacDonald Blvd, Alexandria
 - 2.2.2. Anik Residence, 82 Anik Street, Alexandria
 - 2.2.3. Bishop Residence, 232 Bishop St. North, Alexandria
 - 2.2.4. Dominion Residence, 190 Dominion St. North, Alexandria
 - 2.2.5. West Boundary Residence, 261 West Boundary Rd., Alexandria
 - 2.2.6. Roy Crescent Residence, 20390 Roy Crescent, Green Valley

3. ROLES AND RESPONSIBILITIES

- 3.1. Responsibility of Employer
- 3.1.1. To provide equipment, necessary resources, initial and ongoing staff training
 - 3.1.2. Enforce the policy, procedure and program
- 3.2. Responsibility of Managers
- 3.2.1. To enforce the program through regular monitoring strategies
- 3.3. Responsibility of Employees

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3.3.1. It is the responsibility of all employees to comply with the procedure as directed in the policy

3.4. Responsibility of the Joint Health & Safety Committee

3.4.1. To review the policy when deemed necessary.

3.5. Responsibility of the Visitors/Vendors

3.5.1. All visitors should acquaint themselves with Community Living Glengarry's Mission, Vision, floor plans and emergency exits.

3.5.2. All visitors/vendors must agree to assist and maintain a healthy and safe environment.

3.5.3. All visitors/vendors must respect the privacy of all people at Community Living Glengarry.

3.5.4. Children accompanying visitors must be supervised by an adult at all times

3.5.5. Pets accompanying visitors must be leashed and in control

3.5.6. Any injury must be reported to Community Living Glengarry staff immediately.

3.5.7. In case of an emergency or fire drill, visitors/vendors are to exit the building immediately and to meet for a head count at the designated area before leaving.

4. PROCEDURE

4.1. Person wishing to visit with the Executive Director, Administrative Staff, Managers and front line support workers should try and make a scheduled appointment.

4.2. If an appointment has not been made, Community Living Glengarry cannot guarantee entry to Community Living Glengarry locations

4.3. While on the premises, visitors/vendors are not allowed to participate in any direct or indirect care of the people we support

4.4. All visitors/vendors in the group home must ring the door bell and wait until staff or people we support invite them in.

4.5. It is the responsibility of the reception desk at the administration building and the Don Johnston building to ensure that the visitors/vendors sign in and sign out

4.6. Appointments should be made between 8:00am and 4:00pm at the Administration and the Don Johnson building and between 8:00am – 8:00pm in Residential Services.

5. COMMUNICATION

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5.1. All current employees will be notified about the Visitor/Vendor Policy in Friday's Note and will be asked to confirm that they have read and understood it, through ADP.

6. TRAINING

6.1. All new staff will be required to read the policy so they are familiar with the process.

7. EVALUATION

7.1. The Joint Health and Safety Committee and the Management Team will review the policy when deemed necessary.

8. MAKE IMPROVEMENTS

8.1. The Joint Health and Safety Committee and Management Team will make recommendations, to improve the policy.

9. ACKNOWLEDGE SUCCESS

9.1. Based on the results of the evaluation, the Executive Director will acknowledge and congratulate those who have contributed to the success of the Visitor/Vendor policy.



Danielle Duranceau
Executive Director