

**Policy Name:** Building Access  
**Policy Number:** ADM 9.08  
**Title of Policy Owner:** Dean of Administration  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2023  
**Version:** 3.0  
**Policy Status:** Approved

## I. Policy

St. Mary's Hospital School of Medical Imaging (SOMI) controls access to all buildings by limiting and controlling the use and function of both badges and keys issued to all faculty, staff, students, contractors, outside vendors, as well as all other event participants. SOMI does not have residential students.

## II. Purpose

To enhance safety and security in SOMI buildings in order to provide an optimal teaching, learning, and working environment to all building patrons.

## III. Scope

This policy applies to all faculty, staff, students, contractors, guests, outside vendors, and event participants.

## IV. Definitions

None

## V. Policy Details

### GENERAL BUILDING ACCESS

SOMI building access hours are posted on the School website and are updated regularly. Student access to the SOMI main campus on Magellan Parkway is through their school-issued badges and is limited to 6:45am through 8pm, Monday through Thursday and 6:45am – 5pm on Fridays. During the summer and school breaks, students are given limited access to the building using their badge. Outside of these hours, students are required to enter through the main entrance. If necessary, the Building Operations Manager in collaboration with the appropriate School leaders may adjust building hours to better suit a specific need(s). After-hours access to

SOMI buildings is limited to faculty, staff, students, and contractors who have been properly authorized in advance to enter a given building or set of buildings.

### **BADGE ACTIVATION AND KEY DISTRIBUTION**

#### **A. Students**

The Building Coordinator activates badge access in accordance with established School building procedures at the time of initial enrollment.

#### **B. Faculty and Staff**

In collaboration with the Building Operations Manager and the Building Coordinator they will manage keys and badges 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.

### **BADGE DEACTIVATION AND REPLACEMENT**

Badges will be deactivated upon termination of employment as well as when a student graduates or withdraws permanently from enrollment.

#### **A. Lost or Stolen Badges**

- i. Students or associates who lose or misplace a badge must report the loss immediately to the Building Coordinator or Building Operations Manager during normal business hours.
- ii. The Building Coordinator or Building Operations Manager will issue a replacement badge within seventy-two (72) business hours unless it is returned within twenty-four (24) business hours of reporting.

### **OTHER BADGE AND KEY CONSIDERATIONS**

#### **A. Duplication of Keys**

Any duplication of keys is strictly prohibited.

#### **B. Additional Access Beyond Normal Access**

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

**C. Loss of Access; Termination**

- i. 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**

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

**RECORDS**

Authorization records will be kept on file with the Administration team, as appropriate

**VI. Attachments**

None

**VII. Related Policies**

None

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between 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.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	2/19/2021	New template	P Roberson
2.0	3/22/2021	Revision/biannual review	Dean of Administration
3.0	5/5/2023	Triennial review	Dean of Administration