

Policy Title	Building Access
Policy Number:	ADM 9.08
Department:	SOMI
Functional Area:	Administration
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2023
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 9

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. 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.

III. Purpose

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

IV. Scope

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

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. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

None

IX. Regulatory Notices

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

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	2/19/2021	N/A	New template	N/A	P Roberson
2.0	3/22/2021	N/A	Revision/biannual review	1.0	Dean of Administration
3.0	5/5/2023	5/5/2026	Triennial Review	2.0	Dean of Administration

1	5/5/2023	5/5/2027	Version Changed – BSMH Template Adopted	2.0	Dean of Administration
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This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.