



## Company Policy of Visitors

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This memo is to remind all staff of Center for Social Change that our insurance coverage, good common sense, and the need to protect individual's privacy rights **prohibit** visitors to our facilities.

Visitors are not permitted on Center for Social Change's property without prior permission from your supervisor. You are not allowed under any circumstance to bring any relative, spouse, children, etc. to any work locations, including homes. **ANY VISITOR THAT TRIES TO ENTER THE PREMISES IS TO BE TOLD TO IMMEDIATELY LEAVE. IF THEY WILL NOT LEAVE YOU MUST CALL YOUR COORDINATOR AND THE POLICE!**

Further, staff **MUST** notify their supervisor immediately of any unannounced visits from DDA, any licensing agency, Service Coordinators, legal guardians, lawyers, pastors, parents or other family members of the individuals, etc.

Unannounced visits by CSC administrative staff to the individuals' homes will be conducted to include the overnight and weekend shifts. The purpose of these visits are for quality assurance and to ensure all staff are aware of the COMAR requirements and how they relate to their job responsibilities. It will also allow for feedback to be received from both administrative staff and direct care staff.

We expect your cooperation in supporting the individuals whose care, safety, and health are dependent on us at all times.

