



Georgia Department of Community Health

Safety and Security	Policy No. 520
Effective Date: April 1, 2000	Page <u>1</u> of <u>3</u>

- References:**
1. DCH Policy No. 410, Standards of Conduct
 2. DCH Policy No. 521, Security of Employee Data

I. Purpose

The purpose of this policy is to provide a safe and hazard-free work environment and to ensure the security of confidential information for the Department of Community Health's employees, visitors, providers, and recipients.

II. Scope

This policy applies to all employees and persons who visit the Department of Community Health (DCH) offices.

III. Definitions

"Authorized personnel" is defined as those persons who perform duties associated with the administration of DCH programs for the State of Georgia with the full consent and knowledge of the Department, or persons who are granted access by law.

IV. Policy

- A. All employees have the responsibility to play an active role in department safety and security procedures. Employees must prevent inappropriate or unauthorized access or exposure to information.
- B. Employees must protect the people whom the department serves and all departmental employees from adverse, inappropriate, or unauthorized access or exposure.
- C. Employees who violate any part of this policy shall be subject to disciplinary action up to and including termination. Any employee who witnesses a violation of any part of this policy must notify their immediate supervisor or Office of Human Resources. If there is a threat of physical harm, property damage, or theft, employees must notify Georgia Building Authority (GBA) Security immediately at (404) 656-3281.



V. Procedures

A. Security

1. DCH employees must wear in plain view the ID badge or visitor's badge required by the GBA Police and Security.
2. DCH employees must be in the possession of a Departmental ID badge and a GBA Building Access Cardkey to gain entry into state buildings during regular working hours, weekends, and holidays. Contact the GBA at (404) 656-3281 for specific access procedures for after hours, weekends, and holidays. Contact your landlord for the proper information if your office is leased office space.
3. The Building Access Cardkey is initially issued by GBA to employees at no cost.
4. Employees needing Cardkey replacement will be assessed a \$5.00 fee for the first replacement, \$10.00 for the second, \$15.00 for the third, and \$20.00 thereafter for a lost or damaged card if the card has to be replaced within 2 years. Cards that do not operate properly will be replaced at no cost.
5. The Cardkey is the responsibility of the cardholder. Cardkeys cannot be loaned. They are not transferable.
6. Before entering any departmental office, all visitors are required to sign in and obtain a badge from the security desk located on the ground floor in the lobby.
7. State and federal auditors will be issued badges on a month to month basis, as requested. Fiscal agent employees must wear their agency's badge and legislators may wear their legislative passes.
8. Employees hosting meetings are responsible for reminding visitors to return badges and to log out at the security desk on lobby floor when departing.
9. All employees are responsible for contacting the Office of Human Resources or Security if a person is observed without a badge in departmental work areas.
10. Only authorized personnel shall have access to computer terminals, copy machines, files, computer generated data, tapes, confidential records, medical records, social security numbers or any form of recipient or provider identifying information.



Policy No: 520

Page 3 of 3

11. All persons who have access to, use, or generate information housed or protected by the Department shall ensure the confidentiality of the information as prescribed by the Department's policies. Employees who knowingly fail to protect such information or who actively engage in allowing unauthorized access to the department in any form will be subject to severe disciplinary action up to and including termination.
12. All DCH employees, including all agency temporaries on long term assignments are required to view the DCH Security Video on an annual basis.

B. Safety

1. Employees should report any unsafe acts and incidents to their immediate supervisor or manager immediately.
2. If assistance is required to handle an emergency situation such as fire, serious illness, or accidents, call GBA Security **immediately** by at (404) 656-3281.
3. If assistance is required to remove an irate employee or visitor, call the GBA Security office **immediately** by dialing (404) 656-3281 and say "I have some mail to be picked up". State your name and location of the "pick up" as a code to security to provide immediate assistance.
4. The GBA will provide escort service to employee's vehicles after 6 p.m. if necessary. For assistance call (404) 656-3281.

Approved By:

Date:

4-3-00