

# USF Health Professions Conferencing Corporation (HPCC)

## Children in the Workplace Policy

### I. PURPOSE

This policy governs the presence of children under the age of 18, at the USF Health Center for Advanced Medical Learning & Simulation (CAMLS) facility. This policy is necessary to prevent disruptions of day to day operations and programming; to reduce personal and property liability; to protect the welfare and safety of the children; and maintain a professional work and learning environment.

### II. RESPONSIBLE OFFICER

Executive Director, USF Center for Advanced Medical Learning and Simulation or designee

### III. DEFINITIONS

**Visitor-** Any and all of the following, attendees, learners, students, faculty, participants, non-employee instructors; tenants; guests and any other non-employee person or independent contractors around or in the USF HPCC CAMLS facility.

**Employee-** Individuals employed and paid by USF; UMSA; or HPCC to perform a function

**Children-** a person under the age of 18, whose parent or guardian is a Visitor or Employee.

### IV. POLICY

1. Children of visitors of scheduled conferences, courses, meetings or USF/USF Health activities or other facility users, are not permitted at CAMLS, except as indicated in this policy.
2. Children of employees are not permitted at the worksite, except as indicated in this policy. *Managers should be liberal in granting leave to employees who need to make emergency childcare arrangements as needed.*
3. Children, are permitted at the CAMLS facility for authorized programs or with prior approval from the CAMLS Executive Director.
4. Children are permitted at the CAMLS facility for authorized employee related activities. Such activities which the CAMLS Executive Director may allow employees to bring children, include *Bring Your Children to Work Day* and other family- friendly gatherings in which children are explicitly welcome.
5. The CAMLS Executive Director may, under unusual circumstances, permit children in the facility for limited periods of time and limited areas only.
6. Employees and visitors, must ensure the safety of their children at all times when bringing them into CAMLS.
7. If the CAMLS Executive Director permits children in the CAMLS facility, appropriate staff should be informed, such as a department manager and security.

8. No children are allowed in the Surgical Innovation Training Center (SITC), located on the first floor unless special permission is granted. Limited access may be granted to the third floor Virtual Patient Care Center (VPCC). Other areas may be restricted at the discretion of the CAMLS Executive Director.
9. CAMLS employees and visitors are not permitted to supervise children that are not their own.

## V. **RESPONSIBILITIES**

### Employee or visitors bringing children:

- Complete a ***Child Clearance Request Form*** at least 1 week prior to anticipated occurrence, to secure permission, for visitation.
- Ensure appropriate behavior of their child(ren). Must be sensitive and respect the needs of other employees and facility users.
- Ensure his or her child(ren) stay within visual range at all times. Must take responsibility for the supervision and safety of their child(ren) at all times.
- Must not expect other employees to care for their child(ren).
- Be responsible for any damage caused by his or her child(ren).
- Policy violators may be asked to leave the facility with their child(ren).

### CAMLS Executive Director or designee:

- Grant employees and visitors permission to bring children to the workplace only under unusual circumstances and for authorized events and programming. Length of stay to be determined by Executive Director and commensurate with purpose of visit.
- The Executive Director has authority to deny any requests for children. The Executive Director may revoke previously granted permission. (e.g., if there are changes regarding the purpose of the request or if the presence of the child(ren) is determined to be disruptive.)

### DISTRIBUTION:

1. Employees
2. Visitors
3. Parents/Guardians of Children
4. CAMLS website

Policy Owner: This policy was developed and updated by the HPCC HR Department. Any questions regarding this policy should be directed to the Department.