



Policy Name: Visitors

Policy Code: 205 / 205A

Policy Purpose: To provide guidelines that permit family members, friends, professional workers, and the interested public the opportunity to view services and provide appropriate input to Rise without interfering with the normal business orientation and professional work environment of the agency.

I. Overview

Visitors to Rise programs and locations must follow the procedures listed below.

II. Procedure

- A. All visitors must check in with the receptionist and sign the visitor’s log upon entering the building. Visitors should be accompanied by team members when walking through the building.
- B. Visitors must refrain from influencing work or program activities while in the building.
- C. Parents and family members of both team members and people receiving services should consider the intent and outcome of the frequency of their visits. For example, it is not considered a normal business practice for parents to attend work on a regular basis with their family member.
- D. Whenever possible, visits should be prearranged to ensure the availability of team members to guide the visitor.

Policy Code: 205 Addendum

The health and safety of persons served, employees, visitors, and our community remain a top priority at Rise. Therefore, in line with the latest guidelines issued by the MN Department of Health related to COVID-19, we have revised our visitor’s policy. Please review our policy below and if you are sick or presenting with any respiratory related symptoms, please do not enter our building. We provide vital services to a vulnerable population and thank you for your understanding and cooperation in keeping our workplace safe and secure. We are not allowing any exceptions to this policy.

- A. Rise will not allow visitors in our facilities or to use our vehicles if any of the following apply:
 - Visitor(s) is sick or presenting with respiratory illness symptoms (COVID)

- Visitor(s) who has been in isolation that has not met the CDC requirement to discontinue self-isolation.
- People who are not vaccinated, including children, are not required to wear face coverings indoors or outdoors by state executive order, but are at risk for getting and spreading the virus that causes COVID-19. The Minnesota Department of Health (MDH) and the Centers for Disease Control and Prevention (CDC) **strongly recommend** that anyone who is not fully vaccinated continue to wear face coverings indoors in businesses, public settings, and when around people from other households, as well as outdoors when social distancing cannot be maintained.

Please remember to take steps to keep yourself healthy. Wash your hands, avoid touching your face, distance yourself from others, and practice appropriate self-care, including staying home when you are sick.

We are committed to meeting your needs throughout this current situation and beyond. Thank you for partnering with us to stay safe, healthy and informed.

Stay up to date on the COVID-19 pandemic by visiting the Minnesota Department of Health's website or the Centers for Disease Control and Prevention resource.