



E-021

Richmond Heights Memorial Library VISITORS IN THE WORKPLACE

For safety, insurance, and other business considerations, only authorized visitors are allowed in the workplace.

It is not unusual or prohibited for family members of employees to visit a related employee at the library. Visits should be conducted away from public view and completed in brief fashion. Young children of employees are not to be brought to the library for long periods of time while the parent/guardian is working. Public and office areas are not to be used for any care provision. In the case of an emergency, the employee will need to receive permission from the supervisor for any change in schedule or routine duties.

Adopted by the RHML Library Board of Trustees January 16, 2024