

Guideline Number: EOC-P6**Guideline Title: EOC-P6 Guideline - Visitor and Vendor Badging****Chapter Location: Environment of Care**

Owner: Manager, Environment of Care	Date Created: 3/2018
Approver(s): VP of Infrastructure	Date Last Approved: 06/2024
	Date of Next Review: 06/2027

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Purpose: To provide badging guidelines for all non-employee visitors, consultants, contractors, sales representatives.

Scope: All Gillette Children's Specialty Healthcare facilities.

Oversight: Legal

Definitions:

- Vendor – Includes sales representatives, service technicians, clinical and or training personnel, third party distribution or manufacturer's representatives and consultants.
- Construction Contractors – Includes facility related construction contractors, subcontractors, third party installers or third-party organizations hired by the construction contractor.

Guideline:

Registration: All vendors and contractors without a Gillette ID badge are required to register either by using Vendormate or escorted by approved Vendors, Contractors, and employees. All vendors and contractors should display their company's name badge at all times while in the facility along with the Gillette issued visitor badge or sticker. Sign-in logs will be maintained by each site for a period of three (3) years.

Identification Badges: All badges are to be worn and visible above the waist at all times while on Gillette Children's Specialty Healthcare property. The identification badge is for identification purposes, safety and security. Any vendor without the proper identification badge will be denied access to any area, unless the visitor is escorted by a Gillette employee or someone with a permanent Gillette identification badge.

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	Gillette Permanent Identification Badge includes photo	Gillette Temporary Access Badge No picture, access only	Vendormate Sticker	Visitor Sticker	Escort Required Sticker
Who	Vendor representatives and contractors who make repeated visits to Gillette facilities and are onsite frequently and routinely.	Construction contractors or service providers who are onsite infrequently, but routinely. Example: Bachmans, Ecolab	All Vendor Representatives who are unescorted & any vendor representative who doesn't have a Gillette issued temporary badge	Inpatient and Outpatient visitors and family members	Any non-patient visitor to St. Paul Campus that doesn't have a Gillette issued badge or Vendormate sticker and will be accompanied by a Gillette Employee or approved Vendor while onsite.
Onboarding Requirements	Requires Vendormate registration. Employees with HR approved documentation	Requires Vendormate registration and Vendormate sticker as well as the use of the access badge. Exception: Vendormate registration is not required for candidates that are interviewing.	Policies: Behavior Code of Conduct (A44) Harassment and Bullying (EP02) Fire Response Plan Vaccines/Tests: Influenza MMR Pertussis Varicella Tuberculosis Hepatitis B Training: HIPAA	Verification of the purpose of visit. Identification must be presented for full privacy and inpatient visitors	
Location	Environment of Care – Badging office 205 building 4 th floor	4th Floor D level Main Entrance. Approved Employee for medical students 3rd floor 200 University Ave - Surgery Control Desk	200 University- 4th Floor lobby & 3 rd Flr Surgery Control Desk 205 University- Ground Flr Storeroom All other locations vendors should use the Vendormate App	200 University - Guest Services desk 8am-9pm	200 University- 4 th Flr Security Service Desk Gateway Plaza Welcome Center Security Desk
Support	Environment of Care Hotline 651-578-5500	Environment of Care Hotline 651-578-5500	www.login.vendormate.com www.vendormate.com/support	Environment of Care Hotline 651-578-5500	Environment of Care Hotline 651-578-5500

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Related Documents:

EOC-P4 Procedure - Inpatient Visitor Family Access Badge

SC05 – Identification Badges

SC01 Policy - Security Management Plan

References:

Behavior Code of Conduct (A44)

Harassment and Bullying (EP02)

Fire Response Plan

THIS GUIDELINE SUPERSEDES ANY PREVIOUS GILLETTE POLICIES OR PRACTICES.