January 2010

STRANGER DANGER

Please ensure staff are aware of the following:

- No one is allowed entrance into the facility if staff do not recognize the person, if the person is not displaying proper ID, or if staff do not have prior knowledge of the person's arrival (i.e., "Tom Cruise will be coming for a tour at 5:00").

- If you question a person's authorization in any way ask the person to remain outside while you check (call AOC/TSOC/supervisor).

- A reminder about ID Badges: While we do not require staff to display them while working in the home, staff must have them available at all times. Staff entering other buildings (WLI, CES, etc.) should be wearing their badges. Staff showing up to help in a home or site where they may not be well known should wear their badge or at least be able to show them to whomever is answering the door.