

VISITORS

~~RAILS welcomes visits of short duration by personal friends, children, or other relatives of staff at the employee's work site. Visitors unaccompanied by an employee should check in at the reception area or office closest to the building's main entrance. Employees will be notified if visits become too frequent or disruptive to fellow employees.~~

RAILS welcomes invited visits of short duration to its facilities by personal friends, children, or other relatives of staff at the employee's work site. Visitors unaccompanied by an employee should use the intercom at the main entrance to gain admittance by staff. All visitors, whether or not they are accompanied by a RAILS employee, should avoid behavior and activity that disrupts or interferes with the normal operation of RAILS or disturbs RAILS staff or other visitors. Prohibited activity includes, but is not limited to:

- Harassing RAILS staff or other visitors, including verbal or physical abuse or threats of abuse
- Entering a RAILS staff-only area
- Engaging in conduct or activity that violates federal, state, or local laws
- Carrying or using equipment that blocks walkways, stairwells, doors, or exits within the RAILS facility

Visitors are only allowed during normal business hours except with written authorization from the RAILS Executive Director or designee.