

## **1B-8 NON-EMPLOYEE VISITORS OF ANY AGE AND PETS IN THE WORKPLACE**

Atascosa County is a governmental entity supported by tax dollars and are held accountable to taxpayers, citizens, and voters. We are committed to conducting business in a professional manner with customer service being of utmost importance. To achieve this objective, County policy prohibits the presence of non-employee visitors of any age in the workplace for other than official county activities involving them. Employees with dependent children are expected to make regular arrangements for proper care of their children while they are at work. This policy is established to avoid disruptions in the workplace and performance of job duties of the employee and co-workers, reduce personal and property liabilities, and promote a professional working environment.

- A. Employees and supervisors must consider issues of safety, confidentiality, disruption of operation, disruption of services, disruption to other employees, appropriateness, and legal liability, as well as a sudden emergency, posed by the presence of non-employee visitors in the workplace. Therefore, County employees are prohibited from bringing non-employee visitors of any age to work.
- B. It is the responsibility of Department Heads and supervisors to ensure that the work of the County is accomplished in an environment that promotes employee health and safety and minimizes work-related disruptions.
- C. It is inappropriate to allow workplace visits by non-employee visitors of any age whether supervised or unsupervised.

- D. Supervisors may grant a one-time exception for a temporary unforeseen emergency, other than illness of the child, but no parent, guardian; or relative can have a child in the workplace without the supervisor's permission or use the workplace as an alternative to childcare or for any other purpose. When authorized, the accompanying adult must always supervise the child.
- E. Supervisors may direct an employee to remove a non-employee visitors of any age from the workplace. In this event, the employee will be charged with leave for any time that they are absent from their assigned station. Supervisors may make exceptions for holidays such as "Take your Child to Work Day."
- F. Non-employee visitors of any age will not be allowed into an area that is potentially hazardous (i.e., where hazardous equipment, hazardous chemicals, or live animals, etc. are located); such prohibited areas include are but not limited to, workshops, storage buildings, power plants, and animal control facilities.
- G. Non-employee visitors of any age exhibiting symptoms of potentially contagious illnesses should not be brought into the workplace. Provision for sick non-employee visitors of any age should be made within the context of various forms of leave available to employees.
- H. Non-employee visitors of any age can not be left unaccompanied by an adult in the workplace, and any employee who brings a non-employee visitors of any age to work and leaves them unattended will be subject to disciplinary action up to and including termination of employment.

In addition, Atascosa County's goal is to provide a clean and sanitary workspace for employees, customers, and visitors to any county building, as well as preventing damage to county property. Likewise, pets and animals are prohibited in the workplace.

An employee who requires assistance of a service dog (defined by 28 CFR 36.104) will be permitted to bring their service dog to their workplace in conformance with the Americans Disabilities Act and Texas Law. An employee who brings a service dog or fails to comply with the policy, is completely and solely liable for any injuries or any damages to personal or county property by the animal.

Violations of this policy may result in disciplinary action up to and including termination.