

POLICY AND PROCEDURE

SUBJECT/TITLE:	Appendix A.14 Bringing Children to the Workplace Policy and Procedure
SCOPE:	Columbus Public Health, All Staff
CONTACT PERSON & DIVISION:	Kevin G. Williams – Administration/Human Resources
ORIGINAL DATE ADOPTED:	12/31/2010
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BOH APPROVAL DATE:	N/A
REFERENCE NUMBER:	N/A

PURPOSE

The intent of this document is to provide guidance for when staff can bring their children to work.

POLICY

Absent any special programs, i.e., “Take Your Child to Work Day,” or “Shadowing programs,” employees shall not bring their children to the workplace without the express approval of the Health Commissioner or appropriate designee.

BACKGROUND

N/A

GLOSSARY OF TERMS

N/A

PROCEDURES & STANDARD OPERATING GUIDELINES

- I. Columbus Public Health (CPH) understands that on occasion, it may be necessary for an employee to bring his/her child to the workplace.
 - A. In cases where bringing the child to work is approved, the timeframe for such a visit should be for no more than a 2-3 hour time period unless a longer timeframe is otherwise approved.
 - B. If the necessity arises, employees are encouraged to make other arrangements or request leave from work in order to care for their child.
 - C. At no time will children be permitted to be present in locations where the safety and/or health of the child could reasonably be determined to be jeopardized or where patient confidentiality or privacy could reasonably be compromised by the child’s presence.

CITATIONS

N/A

CONTRIBUTORS

The following staff contributed to the authorship of this document:

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APPENDICES

N/A

REFERENCE FORMS

N/A

SIGNATURES

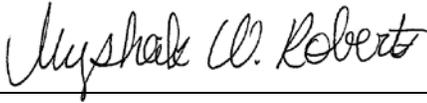
I have reviewed this document and endorse it as an official CPH Policy and Procedure:



Kevin G. Williams, Department Human Resources Officer

11 / 30 / 2018

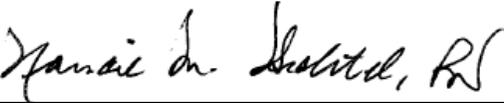
Date



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