



Title: Building Access Policy	Policy No.: ADM 9.08	Date: 8/01/2019 Rev.:
Areas Affected: All BSMCON Faculty/Staff & Students		Page 1 of 2

1. PURPOSE OF THIS POLICY

To enhance security in its buildings, Bon Secours Memorial College of Nursing (BSMCON) controls access to all buildings by limiting and controlling the use and function of both access cards and keys issued to all faculty, staff, students, contractors, outside vendors, as well as all other event participants. BSMCON does not have residential students.

2. GENERAL BUILDING ACCESS

BSMCON building access hours are posted on the College [website](#) and are updated regularly. Student access to the BSMCON main campus on Magellan Parkway is through their school-issued access cards and is limited to 7am through 5pm, Monday through Friday. Outside of these hours, students are required to enter through the main entrance. Access to the Shrader Road building requires students to be buzzed in by the Receptionist upon arrival. The Shrader Road building hours are 7am through 5:30pm, Monday through Friday. If necessary, the Dean of Administration in collaboration with the appropriate College leaders may adjust building hours to better suit a specific need(s). After-hours access to BSMCON buildings is limited to faculty, staff, students, and contractors who have been properly authorized in advance to enter a given building or set of buildings.

3. ACCESS CARD ACTIVATION AND KEY DISTRIBUTION

A. Students

The Building Coordinator activates card access in accordance with established College building procedures at the time of initial enrollment.

B. Faculty and Staff

In collaboration with Bon Secours Health System’s Information Services (IS) Operations, the Building Coordinator at the main campus on Magellan Parkway and the Office Coordinator for the Shrader Road building will manage keys and access cards issued to faculty and staff that enable access to locked buildings in accordance with established College building procedures.

Reference Policy # _____

Approved by:		
_____	Dean of Administration _____	_____
Signature	Provost/VP _____	Date
	Title	
Approval History: Policy Committee 7/30/2019		
Key Words:		

Keys issued to faculty and staff, other than those necessary to access the building(s) and personal spaces assigned to the requestor are not to leave campus and should be stored in a secure manner.

4. ACCESS CARDS DEACTIVATION AND REPLACEMENT

Access cards will be deactivated upon employee termination as well as when a student graduates or withdraws permanently from enrollment.

A. Lost or Stolen Access Cards

- i. Students or employees who lose or misplace an access card **must** report the loss immediately to the Building Coordinator during normal business hours.
- ii. The Building Coordinator will issue a replacement access card within seventy-two (72) business hours, unless it is returned within twenty-four (24) business hours of reporting.

5. OTHER ACCESS CARD AND KEY CONSIDERATIONS

A. Duplication of Keys

Any duplication of keys is strictly prohibited.

B. Additional Access Beyond Normal Access

Students or employees who need access to areas of the College for which they do not have issued access should contact the Building Coordinator for assistance.

C. Loss of Access; Termination

- i. Any individual who violates this policy or the terms or conditions of access is subject to disciplinary action, including but not limited to, loss of access privileges.

6. CONTRACTORS AND OUTSIDE VENDORS ACCESS

Contractor and vendor access to BSMCON buildings is governed by Bon Secours Health System's policies related to contractors and outside vendors. In addition, all contractors and vendors are required to sign in and out of all BSMCON buildings and work with the Building Coordinator for all other access-related needs. The building Coordinator or the appropriate BSMCON leader bears supervisory responsibility of any contractor or vendor under their purview.

7. RECORDS

Authorization records will be kept on file with the Building Coordinator's office, as appropriate.