



**State of Oklahoma**  
**Employees Group Insurance Division (EGID)**  
**A Division of the Office of Management and Enterprise Services**  
**Policies and Procedures**

**Employee Building Entry and Access**

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<b>Effective Date of Policy: 10-29-13</b>	<b>Next Scheduled Review: 7-1-14</b>
<b>Prior Policy: 9-18-13</b>	<b>Policy Number: EGID-011</b>
<b>Last Reviewed: 10-29-13</b>	<b>Replaces Policy Number: OSEEGIB 911</b>
<b>Date Policy Last Revised: 10-29-13</b>	
<b>Approved: Frank Wilson</b>	<b>Approval Date: 10-29-13</b>

**POLICY**

EGID is committed to providing a safe and secure work area for all employees. Furthermore, EGID has been designated by OMES as a HIPAA Covered Component and subject to all associated confidentiality and access requirements of that law. Therefore, access shall be granted only to current employees and their authorized guests. Security access doors are in place to restrict unauthorized entry to all work areas.

**PURPOSE**

This is to provide EGID employees with sufficient access to perform their respective job duties and functions while maintaining a high level of security and restricting access to the general population.

**IMPLEMENTATION**

1. Each employee shall be issued one key fob/badge or entry into his/her work area.
2. Lost key fobs/badges must be immediately reported to EGID's Human Resources Coordinator for deactivation to avoid unauthorized use.
3. Replacement key fobs/badges shall be issued at a cost of \$5.00 to the employee (check or money order).
4. All EGID visitors, vendors, etc., are required to log in at EGID's Reception Area. The receptionist will contact the division employee involved. The employee is required to go to the Reception Area and escort the visitor to the appropriate area. Visitors must be accompanied by an escort at all times when moving throughout the secured areas.

5. Employees who lose their key fob/badge should contact their supervisor who will assist them with entry and access until such time that the EGID Human Resources Coordinator is available to reissue a key fob or ID badge.
6. Each employee has access to all work areas from 6:30 a.m. until 6:00 p.m., Monday through Friday. Access to the second floor imaging center remains restricted.
7. Employee access may be adjusted on a case-by-case basis with supervisor approval. Supervisors shall initiate this request to the Human Resources Coordinator.
8. EGID's 5<sup>th</sup> floor board room and Reception Area are regarded as "public areas" where key fobs/badges are not necessary for access during work hours. Visitors are required to use the vending machines located in the basement.
9. In the event of a power failure, doors may be propped open. Each floor leader will be notified if this becomes necessary.
10. Each time a door is entered, it is automatically recorded as a matter of record.
11. Key fobs/badges are not necessary to exit an area.
12. No employee will allow an unknown person to enter their area behind them. No employee will respond to a knock on the door without first using the visual display to determine the identity of the individual. Failure to comply with these guidelines may result in disciplinary action.
13. The address for delivery of items, other than to the purchasing department, must be listed as Suite 110.
14. EGID's Reception Area must be notified when meetings are scheduled in areas other than in the 5<sup>th</sup> floor board room.