

Visitor Scheduling and Site Admittance

<p>Procedure Number: HZL.RMK.WHS.SFT.001.WIN.000</p> <p>Revision #:</p> <p>Date Issued: 04/10/2024</p> <p>Date Reviewed:</p> <p>Date Revised:</p> <p>Document Author: Area Manager</p> <p>Authorizing Manager: Operations Manager</p>	<p>This procedure is used by the members of Romark staff to schedule and maintain visibility on all visitors entering and exiting the facility.</p>
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STEP	DESCRIPTION
1	<p>Romark employees who have visitors that need to gain access to the facility grounds will need to adhere to the following process for scheduling access for outside visitors and vendors to gain access through the Welcome Center. Failure to adhere to this policy can result in the outside visitor being turned away without entry.</p>
2	<p>Romark employees need to go to the following link to start the visitor process.</p> <ul style="list-style-type: none"> Navigate to <i>Romarkweb/</i> in any open browser Click on link “Visitor Request Form” <p>Follow prompts and enter all information that is required on “Welcome Center Visitor Log” form.</p> <ul style="list-style-type: none"> Visitor Names(s) Company Name Date of Visit Estimated Time of Arrival Person Visitor is here to see Phone number to contact when visitor arrives Contact Email Reason for Visit Where to send visitor after checking in Click “Submit” on the bottom of the form <p>Once form is completed an email will be generated confirming the appointment was scheduled. Email will be sent to the person requesting the visitor, the Welcome Center, and Welcome Center Supervisor.</p>

<p>3</p>	<p>When visitor comes to the Welcome Center, the following will occur.</p> <ul style="list-style-type: none"> • Welcome Center employee will verify the visitor and contact the requesting party via the phone number they provided in “Step 2”. • Welcome Center employee will then click the check box for “Check in by Welcome Center” on the Welcome Center Visitor Log Form. Email confirmation will be sent to the requesting party via “Smartsheet”. • Welcome Center employee will then provide the visitor pamphlet along with an orange safety vest. The Welcome center employee will then check the boxes in “Smartsheet” that correspond to these actions. “Member to Romark Notified” & “Visitor Information handed out” • Once receiving party has been contacted, the visitor will be allowed entry and will be directed to the location specified in “Step 2”. <p>There are vendors who regularly need access to our property to take care of reefer units, A/C units, building maintenance, forklift maintenance, etc. The following is a listing of the vendors who may gain access to our property without notification from the “Visitor Request Form”</p> <p>Cintas Reefer/Trailer service vendors PA Paper Supply U.S Mail Service FedEx / UPS / Amazon Other pre-approved contractors that frequent the facility</p> <p>All vendors that will be working in the parking area or truck lot must wear high visibility vests or clothing. The Welcome Center staff are to instruct the visitors/vendor to apply their safety clothing prior to entry. The Welcome Center may issue a vest should the visitor/vendor not have one.</p>
<p>4</p>	<p>When a visitor arrives at the Welcome Center that does not have an appointment scheduled.</p> <ul style="list-style-type: none"> • The Welcome Center staff will verify that there is no appointment scheduled through “Smartsheet” • The Welcome Center staff is to turn away the visitor and not allow they access to the facility.
<p>5</p>	<p>When a visitor is attempting to exit the facility, they will be directed to exit through the Welcome Center. The Welcome Center staff will verify the visitor and collect any materials needed. Once complete the visitor will be allowed to exit the facility. The Welcome Center staff will then check the corresponding box located in “Smartsheet”, “Confirmation Visitor Left”.</p>
	<p>End of Procedure</p>

Change Log

Change No.	Date Approved	Summary of Changes	Signoff