

Visitor Escort and Supervision Policy Sign Off

Policy Overview: For safety, security, and confidentiality purposes, all visitors to this facility must be escorted by an authorized host at all times. Unescorted access to non-public areas is strictly prohibited. Visitors must wear their visitor badges visibly, adhere to all safety guidelines, and remain in authorized areas.

Policy Guidelines:

- Visitors must remain with their designated host/escort for the duration of the visit.
- Visitors are not permitted to enter restricted areas without specific authorization.
- In the event of an emergency, visitors must follow the evacuation directions of their host.
- Visitors must sign out and return their temporary visitor badge upon departure.

Visitor Details

Visitor Full Name:

Visitor Company / Organization:

Host / Escort Name:

Date of Visit:

Time In:

Time Out:

Acknowledgment and Sign Off

By signing below, I acknowledge that I have read, understood, and agree to comply with the Visitor Escort and Supervision Policy.

Visitor Signature (or printed name for electronic sign-off):

Host Signature (or printed name for electronic sign-off):

Date Signed: