

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Residential

**POLICY NO:** 30-011

**SUBJECT:** Visitors to Staff

**EFFECTIVE DATE:** November 1999

**Policy:**

Personal visitors to staff, including pets, are not allowed without prior permission from the Residential Coordinator each time a visit is desired. This applies to all on- and off-site visitors. Approval will generally not be given for visitors accompanied by infants or children.

**Procedures:**

1. Staff must ask permission from the Residential Coordinator prior to the desired visit.
2. The Residential Coordinator will verify that consumers are comfortable with the visitor.
3. If the visit is authorized, the Residential Coordinator will establish parameters for the visit with the staff person including length of visit, confidentiality, ensuring consumer needs are met, and possible damages.
4. Off-duty staff are considered visitors and are subject to these procedures.
5. If the request arises after-hours, staff will contact Residential On-Call Manager for permission.
6. Visits to a staff's personal residence must receive prior approval from the Residential Coordinator. If sufficient consumer interests exists, parameters will be established for the visit.
7. Failure to comply with this policy will result in supervisory follow-up, which may include disciplinary action.