



## **POLICY ON ACCESS CONTROL MANAGEMENT**

Dated: February 11, 2022

Supersedes: *Policy on Outside Contractors* dated February 16, 2016, and *Policy on Campus Identification Badges and Access to Buildings and Parking Lots* dated March 7, 2016

Last Reviewed: February 10, 2022

### **I. PURPOSE**

To establish guidelines for the issuance and use of a New York Medical College ("College" or "NYMC") access card or an identification card granting access or permitting persons in college buildings, rooms, and gated parking lots.

### **II. POLICY**

It is the policy of the College to issue an Access Card with a photograph of the holder to anyone authorized for regular access to campus buildings and/or gated parking lots. The Access Card will identify persons, as defined below, as authorized to be on campus or in campus buildings and to provide access as authorized. When an Access Card is not approved/appropriate an Identification Card may be issued instead.

Card holders are required to have their Access/Identification Cards visible while in any building on campus and to show them to campus staff upon request. If not displayed they may be asked to leave the building. Anyone failing to show their cards upon request may be treated as a trespasser and asked to leave the campus.

Lost Access/Identification Cards must immediately be reported to Public Safety for deactivation and issuance of a new card. Lost cards may incur a replacement fee.

### **III. SCOPE**

This policy applies to anyone seeking access to NYMC's campus buildings and/or gated parking lots.

### **IV. DEFINITIONS**

**Access Card** – a plastic card identical in appearance to an Identification Card but with a proximity chip granting the user access to programmed doors and parking gates on campus.

**Daily Contact** – providing Public Safety with a list of personnel or physically checking in to Public Safety to account for each Short-term Contractor staff member on campus. This is required for every day they will be on campus.

**Designated NYMC Administrator** – NYMC/Touro Executive Stakeholder as defined by the NYMC policy on the Development, Issuance and Maintenance of Policies or their authorized delegate.

**Employees** – any person employed by New York Medical College or Touro College of Dental Medicine.

**Everyday Contractors** – individuals not directly employed by the College but hired via contract to work at the College to provide service(s) for which access to campus buildings is required on a consistent basis. Everyday contractors may include but are not limited to housekeeping staff, food services personnel and research assistants

**Identification Card** – a plastic card with a photograph, name, and title of the card holder. Also on the card are the NYMC and Touro logos. This card is for identification and does not unlock any doors or parking gates on campus.

**Limited Access Contractors** – individuals not directly employed by the College but hired via contract to work at the College to provide service(s) for which access to campus buildings is required for a limited time and a specified service or task. Limited Access contractors may be on campus for a few hours to a few months working on a specific project. Limited Access contractors are given ‘limited’ access to campus, to cover only the scope of their project.

**Resident** - M.D. a graduate program participant assigned to an affiliated hospital.

**Safety Training** – as defined in College policy SS.104 and referred to as “New Employee Orientation” course provided by Environmental Health and Safety.

**Students** – any person enrolled with New York Medical College or Touro College of Dental Medicine.

**Tenants** – an authorized person of any business or other entity that is leasing office space, a room or other property from the College, but who is not employed by the College.

**Volunteers** – any non-paid person providing a service to either New York Medical College or Touro College of Dental Medicine.

## **V. PROCEDURE**

### **A. EMPLOYEES, STUDENTS, RESIDENTS, AND VOLUNTEERS**

1. Human Resources will initiate the Access Card process for Volunteers and Employees during the on-boarding process and new employee orientation.
2. The appropriate Dean’s, student affairs’, admissions’ office will initiate the process for Students and Residents, during their registration.
3. If required, Employees, Students, Residents and Volunteers will either be directed to Environmental Health and Safety (EHS) for Safety Training or receive the training during their orientation. EHS will confirm the training outcome with the referring department.

4. Upon successful completion of Safety Training, the appropriate Dean's, student affairs', or admissions' office will email their request to have a new Access Card issued to the applicable Public Safety email address below. The email request must include:
  - a. A photo of the approved person, in jpeg format.
  - b. Individual name.
  - c. A copy of their training certificate.
  - d. Requested access area.
5. Requests for access to Comparative Medicine will require an additional e-mail and proof of occupational health clearance through the Comparative Medicine email listed below.

Comparative Medicine access requests	NYMC-compmedaccess@nymc.edu
Employee access	NYMC-employeeaccess@nymc.edu
Resident access	NYMC -studentaccess@nymc.edu
Student access	NYMC -studentaccess@nymc.edu
Volunteers	NYMC -volunteeraccess@nymc.edu

**PLEASE NOTE:** [Student\\_parking@nymc.edu](mailto:Student_parking@nymc.edu) is not to be used for access card requests. This is for parking permits only.

#### B. TENANTS

1. A Designated NYMC Administrator will initiate the Access Card process for all tenants.
2. After the Tenant has completed Safety Training, EHS will forward the training results to the Designated NYMC Administrator.
3. The Designated NYMC Administrator will then email a request for an Access Card to [Nymc-tenantaccess@nymc.edu](mailto:Nymc-tenantaccess@nymc.edu) including:
  - a. A photo of the approved person, in jpeg format.
  - b. A copy of their safety training certificate.
  - c. Individual name.
  - d. Company name.
  - e. The scope of their work.
  - f. Date(s) and hours access should be permitted.
  - g. Requested access area.
4. Requests to Comparative Medicine require an additional email request to [NYMC-compmedaccess@nymc.edu](mailto:NYMC-compmedaccess@nymc.edu).

#### C. EVERYDAY CONTRACTORS

1. A Designated NYMC Administrator will initiate the Access Card process for all Everyday Contractor(s).
2. All Everyday Contractors are required to have Safety Training.
3. Upon completion of Safety Training EHS will forward training results to the Designated NYMC Administrator.

4. The Designated NYMC Administrator will then email a request for an Access Card to [Nymc-contractoraccess@nymc.edu](mailto:Nymc-contractoraccess@nymc.edu) including:
  - a. A photo of the approved person, in jpeg format
  - b. A copy of their safety training certificate.
  - c. Individual name.
  - d. Company name
  - e. The scope of their work.
  - f. Date(s) and hours access should be permitted.
  - g. Requested access area.
5. Requests to Comparative Medicine require an additional email request to [NYMC-compmedaccess@nymc.edu](mailto:NYMC-compmedaccess@nymc.edu).

#### D. LIMITED ACCESS CONTRACTORS

1. Requests for Identification Cards will be initiated by a Designated NYMC Administrator. Identification Cards will contain the following Limited Access Contractor information:
  - a. A photo of the approved person, in jpeg format.
  - b. Individual name.
  - c. Company Name.
  - d. Dates permitted on campus
2. If required, Limited Access Contractors will be directed by their Designated NYMC Administrator to EHS for Safety Training.
  - a. Safety Training of Limited Access Contractors is only required if the person is requesting access to a building containing a lab(s) i.e., the Basic Science Building, Medical Education Center, 7 Dana Road, Vosburgh Pavilion or School of Health Sciences and Practice.
  - b. Safety Training of an on-site supervisor for Limited Access Contractors will satisfy the Safety Training requirement for his/her staff. His/her staff will be under his/her supervision and their staff members will not be required to have EHS Safety Training. If not Safety Trained, Limited Access Contractors will be issued Identification Cards.
  - c. If Safety Training is required, EHS will confirm the training outcome with the Designated NYMC Administrator.
  - d. After the completion of any EHS Safety Training, or if no Safety Training is required, the Designated NYMC Administrator will email their request to have a new Access Card issued to [Nymc-contractoraccess@nymc.edu](mailto:Nymc-contractoraccess@nymc.edu). The email request must include:
    - i. A photo of the approved person, in jpeg format.
    - ii. A copy of their training certificate or statement that none is required.
    - iii. Individual name.
    - iv. Company name
    - v. The scope of their work.
    - vi. Date(s) and hours of the day access should be permitted.
    - vii. Requested access area.

- e. Requests to Comparative Medicine will require an additional e-mail to [NYMC-compmedaccess@nymc.edu](mailto:NYMC-compmedaccess@nymc.edu) and proof of occupational health clearance. See the Comparative Medicine email listed below the name of the person

E. DAILY CONTACT REQUIREMENT FOR LIMITED ACCESS CONTRACTORS

1. Limited Access Contractors must have Daily Contact with Public Safety to be authorized to access campus. The Designated NYMC Administrator or the supervisor of the Limited Access Contractors must provide either a physical or emailed list to [nymc-dailyaccess@nymc.edu](mailto:nymc-dailyaccess@nymc.edu). This list/email must include:
  - a. Company name.
  - b. Supervisor's name and contact information.
  - c. Name of each Limited Access Contractor on campus.
  - d. Requested access area.
2. If the same Limited Access Contractors will be on site for multiple days, a list with a range of dates will satisfy this requirement.
3. Site supervisors will return all issued Identification and Access Cards when Limited Access Contractors are no longer authorized to be on campus.
4. The Office of Public Safety may waive any requirements as necessary in an emergency.

**VI. EFFECTIVE DATE**

This policy is effective immediately.

**VII. POLICY MANAGEMENT**

Responsible Executive Stakeholder: Director of Public Safety  
Responsible Oversight Office: Office of Public Safety