

ADMINISTRATIVE POLICY

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| Subject: Feinberg Space | Page 1 of 2 | Policy # Version: 1.0 |
| Title: Feinberg Space Access: Non-Laboratory Buildings | Revision of: New policy | Effective Date: 1/1/2017 |
| | | Removal Date: |

I. PURPOSE

This policy establishes a necessary protocol for security and access into Feinberg School of Medicine non-Laboratory buildings. This policy applies to Feinberg space in non-laboratory buildings, both Northwestern University-owned buildings (Abbott Hall and Rubloff Building), and leased spaces, including but not limited to:

- 211 E. Ontario St.
- 446 E. Ontario St.
- 625 N. Michigan Ave.
- 645 N. Michigan Ave.
- 737 N. Michigan Ave.
- 633 N. St. Clair
- 675 N. St. Clair (NMH Galter Pavilion)
- 676 N. St. Clair (NMH Arkes Pavilion)
- 680 N. Lake Shore Drive.

II. PERSONS AFFECTED:

All NU FSM faculty, staff and students, visitors, contractors and non-employees.

III. POLICY STATEMENT

FSM space should be secured at all times, either by electronic or keycard access systems. This security can be at the floor level or suite level, as appropriate. Building-level hours and security will vary based on the policies of the owner/landlord.

IV. PROCEDURE STATEMENT

Individuals with NU/Feinberg badges may be granted access, as needed, to a particular floor or suite. This access must be approved by the authorized approver for the floor/suite.

Phones and directories should be available outside all floor/suite entrances to allow visitors to contact a receptionist or faculty/staff member for access.

An exception may be made during hours when research subjects are being seen and locked doors would present a significant barrier, but ONLY when a receptionist is staffing a station immediately inside the suite.

All relevant regulations regarding security of research subject data, including HIPAA provisions, must be maintained at all times.

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Propping open of doors or allowing entry to anyone without valid cause is prohibited and disciplinary action will be taken, if violated.

Security staff enforcing these policies must be treated professionally and with respect at all times.

Failure to comply with these policies and procedures will result in disciplinary action, up to and including termination.

Should you have questions or comments regarding this policy, please contact Eric Boberg at [e-boberg@northwestern.edu](mailto:eboberg@northwestern.edu).

V. POLICY UPDATE SCHEDULE:

Policy review to occur one year after initial implementation and every three years thereafter.

VI. REVISION HISTORY:

1/1/17 – New policy effective.