

Quiet Room Protocol and Policy

- The Quiet Room is to be used by those employees who require a brief period of privacy due to personal or medical situations. The area is not to be used for naps, lunchroom, meeting place, or any other nonessential use.
- The request for use is done by the employee contacting the Executive Health and Company Wellness team or entrance into the department. A member from Executive Health will greet the employee and allow the employee to utilize the quiet room. After 30 minutes of use, a team member will check on the welfare of the employee.
- The member of the Executive Health team or the employee's supervisor/manager will make a decision in the best interest and welfare of the employee to send them home or return them to work. The Executive Health team member or employee's supervisor/manager will determine if the individual needs assistance to be transported home by family/friend or if medical intervention is required with 66911/EMS being called.
- It is at the discretion of the department manager to allow the employee to remain clocked in on Kronos or be clocked out of Kronos during this brief period of privacy.
- If the decision is made to call for an EMS unit, notify the security desk agent at 66911. The agent will request EMS via 911 and coordinate/direct the responders to the patient.