SOP Template: Visitor Restrictions and Screening Measures

This SOP describes **visitor restrictions and screening measures** designed to control access, ensure security, and maintain health safety standards. It includes protocols for visitor identification, pre-approval processes, health screenings, temperature checks, and mandatory use of personal protective equipment. These measures aim to minimize risk, prevent unauthorized entry, and protect employees, assets, and sensitive areas from potential threats or contamination.

1. Purpose

To define and standardize procedures for restricting and screening visitors to safeguard personnel, assets, and operations from threats and contamination.

2. Scope

This SOP applies to all visitors entering [Organization Name] premises, as well as all personnel responsible for granting or monitoring access.

3. Responsibilities

- **Security Personnel:** Enforce visitor restrictions and conduct screening measures.
- **Reception Staff:** Assist in identification, registration, and notification of relevant department heads.
- **Department Heads:** Ensure all visitors to their departments have proper clearance and follow protocols.
- **All Employees:** Report suspicious activity and comply with this SOP.

4. Procedures

1. **Pre-Approval and Scheduling**
   - All visits must be scheduled in advance and approved by relevant department heads.
   - Visitors must provide government-issued identification and reason for visit prior to arrival.
2. **Visitor Registration and Identification**
   - On arrival, visitors are required to register at reception and present a valid ID.
   - Issue visitor badges clearly indicating visitor status and authorized access areas.
3. **Health Screening & Temperature Checks**
   - All visitors must complete a health declaration form regarding recent symptoms or exposures.
   - Conduct non-contact temperature scans at entry points.
   - Deny entry to any visitor showing symptoms or elevated temperature (≥ [set threshold, e.g., 37.5°C/99.5°F]).
4. **Personal Protective Equipment (PPE)**
   - Mandatory use of face masks and, as necessary, gloves for all visitors in designated areas.
   - Hand sanitization upon entry.
5. **Escorting and Supervision**
   - Visitors must be escorted by authorized personnel at all times.
   - Limit access strictly to pre-approved areas.
6. **Post-Visit Procedures**
   - Visitor badges must be returned at exit.
   - Record departure time and update logbook.

5. Documentation

Document	Retention Period	Responsible
Visitor Logbook	12 months	Reception/Security
Health Declaration Forms	3 months	Reception/Security
Pre-approval Lists	6 months	Department Heads

6. Compliance and Exceptions

Any exceptions to these protocols must be approved by the facility manager or designated authority and fully documented.

7. Revision History

Version	Date	Description	Author
1.0	[Insert Date]	Initial SOP Release	[Insert Name]

| 1.0 | [Insert Date] | Initial SOP Release | [Insert Name] |