

Children On Campus Guidelines

The University of Alaska is a diverse environment of classrooms, offices, laboratories, recreation and other common areas. Visitors to campus are welcome and encouraged. However, appropriate precautions and limitations on visitation are necessary to protect health and safety and to maintain productivity and regulatory compliance. The University of Alaska values its employees and strives to support them through employment policies and benefit programs. We strive to provide an environment open to work and family issues.

Safety is a primary concern when considering the presence of children on campus. The majority of our facilities are not designed for occupancy by children. Serious injuries can and have occurred to children on university campuses. Therefore, we have instituted the following guidelines to ensure the safety of our young visitors.

EMPLOYEE GUIDELINES

The following guidelines apply to bringing children to the workplace:

- a. Employees must always obtain supervisor approval to bring children into the workplace;
- b. Children are not to be brought to work on a regular basis in lieu of childcare;
- c. Children may be brought to work, only occasionally, for the convenience of the employee or due to a family emergency;
- d. Parent or guardian must provide supervision at all times;
- e. Children should not be left unattended or with other employees;
- f. Children should not interfere with workplace activities.

Children are not allowed in high-risk areas such as:

- a. Laboratories, shops, studios, mechanical rooms, power plants, garages, food preparation areas;
- b. Any areas, indoors or out, containing power tools or machinery with exposed moving parts;
- c. UA vehicles, boats, aircraft, snow machines, grounds, farm, heavy duty or other motorized equipment;
- d. Any other high-risk areas (no playing in stairwells, elevators or doorways, no access to rooftops, construction zones, etc.).

Exceptions to the above restrictions on having children in the workplace on a longer-term basis may be granted at the discretion of the requesting employee's unit supervisor, manager, dean, or director, but only with the written approval granted by the regional Human Resources and Risk Management authorities, and only under the following circumstances:

- a. That no risk of injury or illness, in excess of everyday risks, are present in the workplace;
- b. No significant disruption of the working environment of either the requesting employee or other employees will occur;
- c. The requesting parent signs an agreement promising to indemnify the university and its agents and employees for any claims (including attorney's fees and court costs) made against the university or its agents or employees that arise out of the presence of the child in the workplace.

An exception, if granted, may be revoked at any time without cause or explanation by the supervisor, manager, dean, director, regional Human Resources or Risk Management authorities.

Supervisors are strongly encouraged to share this information with their employees. This information will also be incorporated into employee handbooks and new hire orientations.

STUDENT GUIDELINES

- a. A child should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus;
- b. Line of sight supervision by the parent or guardian is required at all times;
- c. Children are not allowed in the high-risk areas defined above in the Employee section of this guide;
- d. Children are not allowed in classrooms while classrooms are in session unless permission is granted by the faculty member. Should a child become disruptive, the student and child may be asked to leave.

VISITOR GUIDELINES

- a. Line of sight supervision by the parent or guardian is required at all times;
- b. Parent or guardian must assure that children are not disruptive;
- c. Parent or guardian must not leave children unattended at athletic or other University activities;
- d. Children are not allowed in the high risk areas defined above in the Employee section of this guide.

UNIVERSITY SPONSORED EVENTS

UA recognizes that children of employees will have an interest in seeing where their parents work, and in learning more about the University of Alaska. To recognize and accommodate this interest, UAF sponsors an annual UAF Take Your Child To Work Day (TYCTWD). The intent of this activity is five-fold:

- a. Establish a positive image for UAF as an employer - proud of what UAF has to offer;
- b. Offer a benefit for UAF employees - proud to be associated with UAF as an employer;
- c. Create an opportunity for the child - get to see where parents spend their time as well as begins to make positive association with UAF;
- d. Emphasize the connection between work and school - very important to success of the UAF Scholars Program;
- e. Stress importance of both teamwork and safety in the workplace - UAF role models should always be seen as positive.

Below are some guidelines for events such as TYCTWD events to facilitate its success. These are to be implemented in addition to the general Employee, Student and Visitor Guidelines presented above:

- a. Conduct a work area cleanup prior to the actual TYCTWD event; make sure that obvious workplace dangers have been minimized or eliminated;
- b. Consider an initial early day gathering (in each building) to describe safety features, such as exits, fire alarms, bathrooms, first aid, off-limits areas, etc.;
- c. Designate specified areas that are not part of the program; some work areas are simply not appropriate for children;
- d. The employed parent must always accompany children;
- e. Participation is limited to direct children (no cousins, nephews, friends, neighbors);
- f. Consider employee-guided tours within a building where work area restrictions are applied (not all work areas are child-proof, even though considered safe for adults);
- g. Limit the number of participating children with an employed parent to 2 at any given time;
- h. Child participants must be 5 years old or older (Kindergarten through High School);
- i. Register each child's participation prior to the actual event (accountability in the event of a problem).

EXCEPTIONS

These guidelines do not apply to sports camps and other University of Alaska sponsored programs for children.