Staff Parking Policy Form

All staff using the garage must adhere to the Parking Policy.

Due to COVID, there are several other policies in place when parking in the garage.

- Staff must wear a mask to and from their car.
- Staff must only enter the building in their designated zone.
  - ECH staff members must walk in through Iris Park Commons, directly into ECH.
  - IPC staff members must walk in through Iris Park Commons.
  - The Gardens staff members must walk to the elevator labeled “The Gardens” and take it to the first floor.
- Staff must report to the check-in at the front desk to get screened directly from leaving their car. Do not go to your floor to clock in before being screened.

Failure to comply with the Parking policy or the policies listed above will result in no further admittance to the garage and possible formal disciplinary action.

I have read and been informed about the expectations of the Parking Policy. I have received a copy of the policy and agree to abide by the policy guidelines.

I understand that if I have questions or concerns, at any time, regarding this policy, I will consult with my immediate supervisor or my Human Resources staff members.

**Employee Vehicle Info** (Make, Model, Color, License Plate):

__________________________________________________________________

X
Employee Signature and Date

X
HR Signature and Date
PURPOSE
To provide the safest and easiest ways of parking when coming to work at Episcopal Homes. As an organization in a metropolitan setting, parking is limited. We encourage public transportation, ride sharing, or using our free parking lot whenever possible. This policy is to provide alternate parking options for winter 2020-2021. This policy also ensures that our lots can be plowed and cleared when snow falls. Please note that this policy is subject to change due to manager discretion, at any time.

POLICY
1. All OVERNIGHT staff are permitted to use the garage (designated spaces only, see below for more details) to park, 7 days a week. Overnight staff may enter the garage at the beginning of their shift, but must have their car moved by 7:30am the next morning.

2. ALL STAFF are permitted to use the garage (designated spaces only, see below for more details) to park start at 6:00pm Friday night until 7:30am Monday morning. The use of these spots are on a first come, first serve basis.

3. ALL PM SHIFT staff are permitted to move their cars into the Episcopal Homes’ parking lots at 6pm and then must move their vehicle once their shift is over. If staff is working a double, they may move their car into the garage at this time.

IMPORTANT information about parking in the garages:

- Please refer to the attached map to locate the designated zones for staff parking. ONLY these spots are to be used. Other spots belong to our residents.
  - Each of these available spots has a sign on the wall. There are a few spots that are not open for staff parking, however, the majority of them are available. Please read the sign before leaving your car.

- When using the garage, you must enter the garage and stop your car once you are in. You may continue driving once the garage door is completely shut behind you. The same principal goes for leaving the garage. Once you leave the garage, please stop and wait until the garage door is closed. This is an extremely important safety measure to ensure unwanted persons are not let into our facility.

- Please drive SLOW and use caution in the garage! Be aware of your surroundings as many people use the garage to walk from building to building.
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X
Employee Signature and Date

X
HR Signature and Date
DO NOT PARK HERE

East Lynnhurst Avenue

University Avenue

Garage Parking

ENTRANCE
EXIT

IPC
"Pink" Elevator

502 - 504 E Lynnhurst
East Lynnhurst Avenue
490 E Lynnhurst

DO NOT PARK HERE