201 Building Visitor Verification Protocol

**Visitor Verification**

Every non-state employee who visits the 201 building for meetings or events will be required to check in at the S-level security desk (same as today). The DGS security attendant will verify the visitor(s) though a web-based online portal, wherein DHMH employees will electronically submit names of visitors in real-time.

If the DGS security attendant sees the name of the visitor on the pre-populated list, the visitor will be issued a visitors’ badge and allowed to move forward to the designated meeting place.  If the DGS security attendant does not see the name of a visitor on the list, the visitor will be allowed to call the DHMH employee whom the visitor wishes to see. That employee or an alternate must go to the security desk to escort the visitor to the meeting location.

Visitors who fail to make a positive verification of an appointment will not be allowed to enter the building.

***Members of the MMAC will have already been pre-registered with DGS.***