

<b>Contact Person</b>	<a href="#">Breehan Gerleman Lucchesi</a>	<b>Revision</b>	0
<b>Document</b>	Policy 10500.001	<b>Effective Date</b>	4/15/2015
		<b>Review Date</b>	4/15/2018

## CHILDREN IN THE WORKPLACE

This policy is intended to create guidelines that allow children to visit the Ames Laboratory while ensuring their safety and that the needs of all parties impacted are respected. This Ames Laboratory policy is supplemental to the Iowa State University (ISU) Children in the Workplace Policy and does not preempt ISU policies in co-funded or ISU-owned spaces.

### 1.0 APPROVAL RECORD

- Reviewed by: Document Control Program Assistant (Molly Daub)
- Reviewed by: Manager, Human Resources (Diane Muncrief)
- Reviewed by: Manager, ESH&A (Sean Whalen)
- Approved by: Program Director, Public Affairs, Education & Outreach (Steve Karsjen)
- Approved by: General Counsel (Adwin Hesseltine)
- Approved by: Laboratory Director (Adam Schwartz)

The official approval record for this document is maintained in the Training & Documents Office, 105 TASF.

### 2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

### 3.0 PURPOSE AND SCOPE

Ames Laboratory provides many opportunities for children to be in Department of Energy (DOE) facilities, either through ISU or DOE events, scheduled programming or as guests of students and employees. The Laboratory recognizes its obligation for the safety and well-being of children in DOE facilities. Ames Laboratory facilities and grounds can present a variety of potential hazards to individuals unfamiliar with them. Risks associated with these potential hazards are greater for children who often lack the hazard recognition abilities of an adult. The purpose of this policy is to establish criteria that allow children in the Laboratory, minimize the risk of injury to children, and promote an environment conducive to accomplishment of the Laboratory's mission.

#### 3.1 Covered by this Policy

This policy applies to all DOE owned facilities on the ISU campus and to ISU space leased by Ames Lab/DOE. It also applies to all Ames Laboratory and ISU employees, students and visitors who may wish to bring a non-student child to the workplace, as that term is defined in Section 3.3 below. If an Ames Laboratory employee or associate agrees to supervise a child under the age of 18 in the workplace, that situation is subject to this policy if it is more than incidental or intermittent (as defined below) and is not part of a registered youth activity, program or camp. Examples of situations covered by this policy include:

- Tours of DOE facilities
- Individual lessons, tutoring, or mentoring
- Individual non-student child doing research in a laboratory with a professor
- Job shadowing an Ames Laboratory employee
- Individualized academic experiential learning/enrichment or internship

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### 3.2 Not Covered by this Policy

This policy does not apply to cases of incidental or intermittent presence of non-student children. Examples of situations not covered by this policy include:

- Youth programs addressed within the ISU Youth Activities, Pre-collegiate Programs, and Camps Policy
- Activities with minors who are enrolled as ISU students or employed by ISU or Ames Laboratory
- Ames Laboratory research projects with youth participating as human subjects (see ISU's Institutional Review Board process for youth involved in research projects)
- Events and celebrations where families are encouraged to participate

Instructors are responsible for the learning environment in classrooms as provided by the ISU Classroom Disruption Policy. Under that policy the presence of a non-student child in the classroom is at the discretion of the instructor.

### 3.3 Definitions

- *Host*: A person other than the parent who will be responsible for the non-student child in the workplace.
- *Incidental or intermittent*: Non-regular and brief (under the circumstances) presence at the Ames Laboratory. These situations include visits to introduce children to co-workers, short-term visits between events, or emergencies. Incidental or intermittent presence is acceptable only under circumstances where there is not a safety hazard beyond that usually encountered in a typical home or office environment and as long as the child remains under the direct supervision of the parent or guardian. Incidental or intermittent presence does not include situations where children need to be supervised more than momentarily by Laboratory employees other than the parent.
- *Non-student child*: A child under the age of 18 who is not enrolled in classes at ISU.
- *Parent*: Any employee, student, or visitor who is the parent or legal guardian and who has responsibility for a non-student child while in the workplace.
- *Workplace*: Room, office, laboratory, Laboratory or ISU vehicle, or other areas in the immediate vicinity of where persons are conducting work on behalf of Ames Laboratory. A common space in a building or outdoor area generally open to the public is not a workplace. An area off campus where Ames Lab/DOE work is being conducted is a workplace, but workplace does not include an employee's home.

## 4.0 PREREQUISITE ACTIONS AND REQUIREMENTS

### 4.1. Requirements

For situations subject to this policy, the following requirements must be met:

- Written permission for hosting the child must be obtained from the Ames Laboratory Director or his/her designee.
- For activities in high risk work areas, the requirements set forth in the High Risk Areas section (see below) must be met.

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- Ames Laboratory personnel not serving as a host shall at no time be in the presence of unaccompanied minors.
- If the individual serving as a host is not the child's parent:
  - The Ames Laboratory employee must be approved via a background check (see Section 6.0 below); and
  - A signed, written parental permission agreement and including emergency contact information must be obtained.
- For visits longer than two consecutive weeks an [Ames Laboratory Associate Form \(Form 48200.010\)](#) needs to be completed with appropriate approvals.

#### 4.2. Authorization

The Director of the Ames Laboratory, or his/her designee, has the authority to approve or deny the presence of non-ISU student children in the workplace under appropriate circumstances. In approving or denying the presence of non-student children, the Director should consider the factors indicated in Section 5 below. See the [Resources](#) section below for ISU's Employee/Manager Discussion Guide and Children in the Workplace Procedures and Guidance.

## 5.0 PROGRAM/POLICY/PROCEDURE INFORMATION

### 5.1. Factors

Careful consideration should be given to the following factors when determining the situations in which a non-student child may be present in the workplace.

- 5.1.1. *Safety and health:* The primary consideration when approving the presence of children is the safety and health of the child and others present in the workplace. Consideration should be given to the kinds of hazards and whether such hazards can be controlled under the circumstances in which the non-student child will be present. The parent or host is responsible for care of the child including as and when appropriate reasonably identifying, repairing, safeguarding, protecting and warning the child of any dangerous conditions in the workplace. Medical assistance may be obtained through Ames Laboratory Occupational Medicine in G11 TASF. The Mary Greeley Medical Center emergency department is also available in a medical emergency, if necessary, or when medical assistance is required outside normal business hours.
- 5.1.2. *Disruption:* Non-student children should not create an undue disruption to the accomplishment of the Laboratory's work.
- 5.1.3. *Age and behavioral characteristics:* Acceptability of children in the workplace depends on the age and behavioral characteristics of the non-student child and relates to issues of safety and disruption.
- 5.1.4. *Nature of the workplace:* Some workplaces are more adaptable to the presence of non-student children than others. Considerations of confidentiality and professionalism are appropriate depending on the circumstances.
- 5.1.5. *Welcoming environment:* Allowing non-student children to be present in the workplace on a reasonable basis may be advantageous to the overall workplace environment, contribute to enhanced satisfaction with work and study, promote goodwill with Ames and surrounding communities and schools, and generate greater child interest in

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science.

## 5.2. High Risk Areas

In general, children are not permitted in high risk safety areas. Examples of high risk safety areas generally include, but are not limited to:

- Shops, mechanical rooms, confined spaces, and warehouses;
- Any areas, indoors or out, containing power tools or machinery with exposed moving parts or rotating equipment (e.g., mechanical rooms or construction areas);
- Ames Laboratory vehicles, low-speed vehicles, heavy duty or other motorized equipment;
- Laboratories or specialized work areas that include chemical hazards, biological hazards, radioactive hazards, flammables, explosives, compressed gasses, sharp objects, X-ray units, lasers, research animals, hazardous wastes or other environmental hazards; and
- Any other high risk areas (rooftops, construction zones, etc.) as determined by ESH&A.

In workplace areas where high risk safety and/or confidentiality factors exist, short-term visits for non-student children may be authorized for guided tours, experiential learning or other reasons based on review and completion of all of the following criteria:

- Permission from the Director or his/her designee has been obtained. The organizer of the tour or event has completed a [Tours & Visits Approval Form \(10500.004\)](#) and submitted it to the Ames Laboratory Office of Public Affairs for review and approval.
- Appropriate precautionary measures such as removing confidential information from visitors' sight or reach are taken, and hazards have been identified, considered, safeguarded against, repaired or removed for the visit. Tour organizers should allow at least 10 business days between submittal of request and scheduling of visit.
- Direct adult supervision of non-student children will be provided at all times in high risk safety areas. The adult to student ratio requirement (generally 10 – 20 to 1) will be determined by the age of the participants and the scope of the tour, as described in the [Tours & Visits Approval Form \(10500.004\)](#).
- Additional safety measures, as deemed necessary by ESH&A, are taken in high risk safety areas, such as posting additional warning signs, obtaining written waivers of liability, conducting pre-entry safety briefings and/or a shut-down of operations during the visit or appropriate safety training, and requiring use of personal protective equipment. ESH&S will conduct a pre-tour/event walk-through of high risk areas no later than the business day preceding the tour and no sooner than three (3) business days to help ensure the above-listed criteria are met.

## 5.3. Restricted Areas

At no time are non-student children allowed in the following Ames Laboratory facilities or locations:

- Rare earth hydrofluorination areas.
- Spaces classified as "Radiation Areas" without express written consent of the Ames

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Laboratory Radiation Safety Officer, who shall consider Ames Laboratory’s duty to maintain Privacy Act Personnel Radiation Exposure Records respecting any such visitors to Ames Laboratory.

- Spaces contaminated with or containing legacy materials such as thorium, uranium, beryllium, asbestos, mercury, lead, or other substances.

## 6.0 RESOURCES

### Related Policies

[Youth Activities, Pre-Collegiate Programs and Camps](#)  
[Classroom Disruption Policy, Faculty Handbook \(FHB 10.5\)](#)  
[Reporting Responsibility – Violations](#)  
[Violence-Free University](#)  
[Employment Verification and Background Checks](#)

### Forms

[Ames Laboratory Tour Request Form](#)  
[Ames Laboratory Tours & Visits Approval Form](#)  
[Request for Background Check \[xlsx\]](#)

### For Parents, Youth and Children

[ISPY: Iowa State Programs for Youth](#)  
[Youth and Children at ISU website](#)

### Offices

[Office of Risk Management](#)  
[Environmental Health and Safety \(EH&S\)](#)  
[Environment, Safety, Health & Assurance \(Ames Laboratory\)](#)  
[Office of University Counsel](#)