

WORKSITE SIGNAGE AND SAFETY

- Clearly delineating what areas of your business operation are open to the public and what areas of your business are private and only for employees, designated customers, or patients, is a good practice. Doing this is important for health and safety, protecting private business practices and records, and for safely managing the flow of business operations.
- Areas that are closed to the public are private and the property or business owner has a reasonable expectation of privacy in those areas. The Fourth Amendment to the U.S. Constitution guarantees the right of people to be free from unreasonable searches and seizures in areas where they have a reasonable expectation of privacy.
- ICE officers cannot enter private areas of a workplace without permission or a judicial warrant signed by a judge that specifically grants access.
- One way to clearly designate public and private space within your business is with clear signage. We have provided some sample signs to print and post. You can also find an abundance of these types of signs for sale online.
- The signs can be placed outside of areas like break rooms, certain office spaces, meeting rooms, restrooms, employee-only cafeterias, waiting rooms for patients, etc.
- There are areas within many different types of employment settings that may already be established as employee-only, including kitchens and breakrooms in restaurants, food processing and manufacturing facilities where health and safety measures require keeping the public out, healthcare settings where areas of the workplace are only for authorized employees and patients, etc. **All of these types of areas should be clearly marked, even if it seems like common sense that the public is not allowed to enter.**
- Private spaces of a business operation can also be protected in an even more secure way by requiring key-card access and mandating that doors be kept closed and locked at all times.
- If an area of a worksite falls into a “grey area” where members of the public sometimes enter, another policy option is to require any and all visitors who are granted permission to enter to sign in and sign out. A business could also implement a policy that requires visitors to wear a visible visitor pass or badge at all times when they are in a private area, to help all employees identify if the visitor has received permission to enter.
- If ICE or any other law enforcement officers seek permission or attempt to access areas that are designated as private it is only the property or business owner who can grant permission. Typically, employees will not have the authority to grant permission, unless a manager or other employee has been expressly authorized to grant or refuse access.

Therefore having a clear policy about who has the authority to give permission and who does not, is also helpful.