

SGMC Community Health Promotions Hospital Tour Policy

All group tours of the facility must be scheduled through the Community Health Promotion Coordinator or the Marketing Specialist no less than two weeks in advance. Time must be allotted to schedule tours and to give each department adequate time to prepare a presentation. To cancel a scheduled tour, you must contact the Community Health Promotion Coordinator, preferably 24 hours in advance.

A maximum of two (2) groups, not totaling more than 45 visitors, may tour the facility per day. Tours will be scheduled no more than two days per week. A tour consists of a 15 minute visit to three (3) departments. The departments appearing on the tour schedule will depend solely on the age of the group. The entire tour, including travel time, will take approximately one hour to complete.

All groups must have adequate supervision accompanying them for the tour. There must be 1 chaperone for every ten (10) students.

Tours are not available for preschoolers; however, depending upon availability, And the Ambulance or an EMS ambulance may be requested to visit a day-care or preschool. Requests for an ambulance should be made to the Community Health Promotion Coordinator.

No groups are allowed in patient rooms. The following is a list of areas in the hospital available for touring, along with the appropriate age groups for these areas:

Kindergarten – 2 nd grade	Ambulance, Laundry, Food Services, Nursery
3 rd Grade and up	Radiology, Pharmacy, Ambulance, Emergency Room
7 th Grade and up	Radiology, Pharmacy, Emergency Room, Operating Room
High School/Technical	MRI, CT Scan, Pharmacy, Emergency Room, Radiology, Operating Room

The areas scheduled for touring are based on availability at the time of scheduling. Departments have the right to cancel due to patient care or other unforeseen circumstances.

Tours will be scheduled during the months of September through May. Tour availability will depend on other programs or events being sponsored by Community Health Promotion.

Groups requesting to tour the ambulance (on or off campus) should plan to do so during the months of September, October, November, March, April, and May to avoid inclement weather.

Students who do not feel well the day of the tour ***should not*** attend. If special arrangements need to be made to accommodate students or participants with special needs, the Community Health Promotion Coordinator or Marketing Specialist must be informed the day of scheduling.

Responsibilities of the visiting group are as follows:

- A. Remain quiet throughout the tour, asking questions only while in the appropriate area, i.e., the department being toured.
- B. No running or horseplay while on the campus.
- C. No profanity or obscene languages/gestures.
- D. Wear clean and appropriate clothing.
- E. Follow instructions as given by the tour guide, i.e., single file lines, travel on the right side of the hallway, do not touch equipment or machinery, etc.
- F. No food, beverages, chewing gum or tobacco products allowed. (SGMC is a tobacco-free campus.)

The tour guide reserves the right to stop the tour if any of the rules listed above are violated.

In the event that a participant does not wish to visit a portion of the scheduled tour, the Community Health Promotions Coordinator or Marketing Specialist must be notified the day of scheduling, or as soon as possible thereafter. A supervisor should be assigned by the teacher/group leader to accompany the person to a waiting room if he/she is under the age of 15.

The Community Health Promotions Coordinator reserves the right to re-route or reschedule tours in the event of an emergency or unforeseen circumstance, i.e., unfavorable weather conditions, ambulance availability, patient census, etc.

To schedule a tour please contact the Community Health Promotions Coordinator located in the Marketing Services Department of South Georgia Medical Center, by calling (229) 333-1074.

Effective date: January 1998

Last Modified: May 2008