**Computer and Cell Phone Policy B**

To: **All Staff**

Subject: **Cell Phone Usage**

Make Believe Eye Associates (MBEA) is committed to providing quality care to our patients through the contributions of our staff. This can only be accomplished if the staff is engaged in the patient care process at all times. Therefore, the following policy will take effect [Month, Day, Year].

The use of cell phones by staff will should be limited and only allowed in the breakroom or off the premises and other areas out of patient sight. Check-in, check-out and areas in between are considered to be in patient sight. Staff are encouraged to notify their family and friends to utilize the company phone numbers regarding all communications after [Month, Day, Year].

MBEA understands the importance of cell phones in today’s society and thus will allow staff members to occasionally excuse themselves from their workstation, for no more than 5 minutes, once for every four hour work period, or during their lunch, to check their cell phone and return calls and messages. If there is a true emergency, staff are to notify their supervisor in order to be allowed ample time to deal with the situation.

Surfing websites, social media sites, taking or sharing pictures or other use of cell phones during work hours is prohibited.

Managers/supervisors will monitor staff at their locations to ensure the policy is being adhered to. Staff that abuse this policy will face progressive disciplinary action: including suspension of cell phone use on the premises, denied use of cell phones on the premises; or possible termination.

Managers are also tasked with providing ‘downtime’ tasks to be completed, should our staff encounter times they are not directly involved in work activities. This can include, but is not limited to: rotating supplies, cleaning their work areas, training/education or providing direct assistance to other staff or providers.

Finally, it is understood that managers and providers utilize their cell phones for work purposes. All attempts will be made to do so in a private area, away from the view of our patients.

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