

# Restroom Usage Policy



The Boys & Girls Club of Greater Haverhill is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

An adult restroom is in the lobby of the Club and has been designated as a “Staff and Adult Visitors ONLY” bathroom.

Restrooms shall be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs, inspections, and/or other instructions set by Club leadership.

Staff shall:

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- Abide by all staff codes of conduct.
- Enforce the Organizations’ restroom code of conduct.
- Intervene and notify Club leadership should inappropriate conduct be observed.
- Ensure restrooms are regularly cleaned and sanitized.

Staff observing unacceptable restroom conditions shall

- Immediately notify Club leadership
- Complete a *Repair Request Form* and submit to Club Leadership
- Document, in writing, restroom conduct incidents and report to Club Leadership as soon as possible

