



**REGULATION TO ESTABLISH THE INSTITUTIONAL POLICY ON
SECURITY AND ACCESS TO THE OFFICES OF THE STATE
INSURANCE FUND CORPORATION**

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ON SECURITY AND ACCESS TO THE OFFICES OF
THE STATE INSURANCE FUND CORPORATION**

SECTION I – INTRODUCTION

The State Insurance Fund Corporation offers medical and administrative services that should be provided in an environment that is quiet, peaceful, secure, and safe for both its personnel and the general public. Therefore, it is necessary to implement measures and controls to ensure a secure environment and access to its facilities.

SECTION II – LEGAL BASIS

Ir This Regulation is promulgated in accordance with the powers vested in the Board of Directors and the Administrator of the State Insurance Fund Corporation under the Compensation System for Work-related Accidents Act, Act No. 45 of April 18, 1935, 2 L.P.R.A. §§ 1b-3 and 1b-4 (1935 & Suppl. 2023) the Public Buildings Security Act of the Commonwealth of Puerto Rico, Act No. 46-2008, 1 L.P.R.A. § 691 *et seq.* (2008), 28 C.F.R. § 35, and the ADA (Americans with Disabilities Act of 1990). These provisions authorize the adoption of rules and procedures as are necessary to regulate the efficient operations of this Public Corporation.

SECTION III – PURPOSE

This Regulation is adopted for the purpose of regulating and establishing the public policy pursuant to the provisions of Act No. 46, to prevent and reduce the risk of unlawful acts and violent incidents occurring in the offices of the State Insurance Fund Corporation. Furthermore, the institutional policy on employee, contractor, or visitor access to the facilities of the Corporation during or after regular business hours, including weekends and holidays, is hereby established.

SECTION IV – DEFINITIONS

For the purposes of this Regulation, the following terms shall have the meaning ascribed next to each word or phrase:

1. **Administrator** – The Administrator of the State Insurance Fund Corporation.
2. **Service Animal** – Any dog that is individually trained to work or perform tasks for the benefit of an individual with disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
3. **Corporation** – The State Insurance Fund Corporation or SIFC.
4. **Disability** – With respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such an impairment; or being regarded as having such an impairment as provided in 28 CFR §31.108(f).

SECTION V - APPLICABILITY

The provisions of this Regulation shall apply to all employees, contractors, employers, injured workers, visitors, and, more specifically, to the employees of the Corporate Security Office who are responsible for ensuring compliance with this Regulation.

SECTION VI – GENERAL PROVISIONS


A. Security

1. Carrying any type of weapon or electronic device, such as Taser and Pepper Spray guns, is prohibited. Weapons used by duly identified law enforcement officials while on duty, by officers assigned to the government agency in question, as well as by private security guards assigned to the Corporation, are excepted from this prohibition.
2. Introducing sharp or blunt objects that may be used as weapons to inflict harm on third parties is prohibited. Any such objects introduced into the facility as part of trade fairs, artisan fairs, recognitions, and special events are excepted from this prohibition.

Canes, crutches, walkers, or other medical devices used by injured workers and people with disabilities are also excepted from this provision.

3. Bringing animals into the facilities is not allowed, except for service animals duly certified and trained to work or perform tasks for the benefit of an individual with a disability. An animal that provides only emotional support, comfort, companionship, or crime prevention is not considered a service animal. For the purposes of this Regulation, only a dog as defined under Titles II and III of the ADA (Americans with Disability Act) shall be considered a service animal.
4. Introducing explosives or hazardous materials into the facilities is prohibited. Materials that, due to the nature of the services offered by the Corporation, need to be handled and stored, are excepted from this prohibition. In these cases, however, the Corporation shall take measures for the proper management of said materials in order to ensure that these do not pose a risk to the health and safety of its employees and visitors.
5. No person shall be allowed to enter the facilities while wearing a hood, mask, costume, or while hiding or covering his or her face. People wearing hoods, masks, costumes, or hiding or covering their faces as part of any activity previously authorized by the Corporation, such as trade fairs or holiday celebrations, are excepted from this prohibition. In such cases, however, people entering the Corporation's premises wearing costumes shall identify themselves first by showing the required form of identification (ID, driver's license, passport, etc.). Surgical masks used to control the spread of diseases are excepted from this rule.
6. Injured workers, employers, or visitors shall wear, at all times, in a visible manner, Form **CFSE 10-001, VISITOR'S IDENTIFICATION**

BADGE issued by the security personnel upon entering the buildings and offices of the Corporations.

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7. To protect the expectation of privacy of patients, taking photographs or making video recordings or transmissions by any analogue or digital medium without the Corporation's prior consent is prohibited.
 8. The following officials are excepted from this rule:
 - a. Employees expressly authorized by the Administrator or the Board of Directors.
 - b. Employees from State and Federal Government law enforcement agencies authorized to carry firearms who are carrying out official duties.
 9. The Corporate Security Office shall be responsible for:
 - a. Informing the contracted security company's personnel of this rule and proper intervention at the time of enforcing it.
 - b. Ensuring that the appropriate signage is displayed in every facility of the Corporation to promote and ensure compliance with this Regulation.
 10. If an employee fails to comply with these rules, he or she may be referred to the Labor Relations and Equal Employment Office and may be subject to administrative penalties, disciplinary action, and even legal action, as applicable.
 11. Any patient or injured worker unconnected to the facilities of the Corporation who violates or engages in inappropriate conduct with regard to the processes established in this Regulation may be reported and prosecuted pursuant to the penal law of Puerto Rico.

B. Access

i. Employees

The rules established in this subsection apply to employees entering the premises of the Corporation during regular business hours and non-business hours.

1. The Corporation's employees shall wear their ID badges in a readable and visible manner at all times. Employees who do not have an ID badge shall sign their names in form **CFSE 10-003, VISITOR'S LOGBOOK**, upon entering any office of the Corporation. Employees must coordinate with their immediate supervisor to obtain a new ID badge.
2. Directors shall give the Corporate Security Office 48-hour advance notice of any employees authorized to work during non-business hours using form **CFSE 10-018, NOTICE OF ACCESS TO SIFC FACILITIES**. The 48-hour advance notice shall not apply during emergencies involving repairs to equipment, repairs to physical plant, or disasters, upon the activation of the emergency response plan. In such situations, supervisors shall notify Corporate Security by telephone or email of the names of the employees called to respond.
3. The Associate Director for Corporate Security or his or her authorized representative shall evaluate each request and notify the requester if approved. The Associate Director or his or her authorized representative shall give a copy of the notice to the personnel of the contracted security company, as well as the pertinent instructions. Likewise, if the request is denied, the Associate Director or his or her authorized representative shall notify the supervisor of the requesting unit of his or her decision.
4. Employees may only use the building's main lobby when entering and exiting the premises during non-business hours, including weekends and holidays.
5. Employees who enter and exit the premises during non-business hours, including weekends and holidays, must write their names and sign form **CFSE 10-003, VISITOR'S LOGBOOK**, logging their entry and exit times.

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6. The Administrator's Office shall inform the Corporate Security Office of the names of the employees with authorized access to the facilities 24 hours a day, 7 days a week. Previously authorized employees shall not be required to comply with the prior notice requirement to access the premises during non-business hours. These employees, however, must record their entry and exit times and sign their names in the logbook, except for the Administrator and the Deputy Administrator of the Corporation.

ii. General Contractors

The rules established in this subsection apply to contractors entering the facilities of the Corporation during regular business hours or non-business hours, including weekends and holidays.

1. The Administrative Services, General Services, or Engineering Department Directors shall give the Corporate Security Office 48-hour advance notice of any contractor authorized to enter the premises during regular business hours or non-business hours using form **CFSE 10-018, NOTICE OF ACCESS TO SIFC FACILITIES**. The 48-hour advance notice shall not apply during emergencies involving repairs to equipment or the physical plant. In such situations, the designated official shall notify Corporate Security by telephone or email of the names of the contractors called to respond to the emergency.
2. The Associate Director for Corporate Security or his or her authorized representative shall evaluate each request and notify the requester if approved. The Associate Director or his or her authorized representative shall give a copy of the notice to the personnel of the contracted security company, as well as the pertinent instructions. Likewise, if the request is denied, the Associate Director or his or her authorized representative shall notify the supervisor of the requesting unit of his or her decision.

3. Contractors may only use the building's main lobby when entering and exiting the premises during non-business hours, including weekends and holidays.
4. Contractors who enter the facilities must write their names and sign form **CFSE 10-003, VISITOR'S LOGBOOK**, logging their entry and exit times.
5. When the contractor's services are to be provided within work areas, such a contractor shall be accompanied by an authorized official of the Corporation at all times.

iii. Professional or Technical Service Contractors

The rules established in this subsection apply to professional or technical service contractors entering the premises of the Corporation during business and non-business hours.

1. The Corporation's professional or technical service contractors shall wear the ID badge issued by the Corporation in a visible manner at all times. Professional or technical service contractors who do not have an ID badge shall sign their names in form **CFSE 10-003, VISITOR'S LOGBOOK**.
2. Directors shall give the Corporate Security Office 48-hour advance notice of any professional or technical service contractors authorized to enter the facilities and work during non-business hours using form **CFSE 10-018, NOTICE OF ACCESS TO SIFC FACILITIES**. The 48-hour advance notice shall not apply during emergencies. In these cases, the Directors or Project Managers shall notify Corporate Security by telephone or email of the names of the contractors called to respond to the emergency.
3. The Associate Director for Corporate Security or his or her authorized representative shall evaluate each request and notify the requester, if approved. The Associate Director or his or her authorized representative shall give a copy of the notice

to the personnel of the contracted security company, as well as the pertinent instructions. Likewise, if the request is denied, the Associate Director or his or her authorized representative shall notify the supervisor of the requesting unit of his or her decision.

4. Contractors may only use the building's main lobby when entering and exiting the premises during non-business hours, including weekends and holidays.
5. Contractors who enter and exit the premises during non-business hours, including weekends and holidays, must write their names and sign form **CFSE 10-003, VISITOR'S LOGBOOK**, logging their entry and exit times.

iv. Visitors

The rules established in this subsection apply to visitors entering the premises of the Corporation during non-business hours, including weekends and holidays.

1. Supervisors shall give the Corporate Security Office 48-hour advance notice of any visitor authorized to enter the premises during non-business hours using form **CFSE 10-018, NOTICE OF ACCESS TO SIFC FACILITIES**.
2. The Associate Director for Corporate Security or his or her authorized representative shall evaluate each request and notify the requester if approved. The Associate Director or his or her authorized representative shall give a copy of the notice to the personnel of the contracted security company, as well as the pertinent instructions. Likewise, if the request is denied, the Associate Director or his or her authorized representative shall notify the supervisor of the requesting unit of his or her decision.
3. Visitors may only use the building's main lobby when entering and exiting the premises during non-business hours, including weekends and holidays.

4. Visitors who enter and exit the premises during non-business hours, including weekends and holidays, must write their names and sign **CFSE 10-003, VISITOR'S LOGBOOK**, logging their entry and exit times.

v. Industrial Hospital

1. The Institutional Policy and rules established in this document shall apply to the Industrial Hospital. Likewise, the bylaws of said hospital institution concerning this matter shall also apply.

SECTION VII - SEVERABILITY

If any word, sentence, or provision of this Regulation were held to be void or unconstitutional by a Court with jurisdiction, the judgment or ruling to that effect shall not affect, void, or impair the remaining provisions, words, or sentences thereof.

SECTION VIII - REPEAL

Upon the approval of this document, **Administrative Order 19-04 to Adopt the Institutional Public Policy on Access to the Facilities of the State Insurance Fund Corporation of November 27, 2018**, and **Administrative Order 19-05 Administrative Order on State Insurance Fund Corporation Facilities Security of November 27, 2018**, shall be repealed.

SECTION IX - APPROVAL

This document was approved by the Board of Directors of the State Insurance Fund Corporation, by **Resolution Number A-47-2025 of June 9, 2025**.

SECTION X - EFFECTIVENESS

This regulation shall become effective within thirty (30) days from its filing with the Department of State.


Enid Inalbis Ortiz Rodríguez, MBA
Administrator