



1101 W. College Ave.
Spokane, WA 99201-2095

509.324.1500 | TEL
509.324.1464 | TDD
SRHD.org



Memorandum of Understanding September 2023

SRHD is committed to providing a safe and secure work environment for our employees, clients, and vendors.

Description of Collaborative Relationship:

WSNA and the Spokane Regional Health District (SRHD) developed this Memorandum of Understanding (MOU) to improve collaboration between the district and agencies representing our employees to clarify the procedure/documentation that will be needed for our security structures at the College Avenue and 8th Street locations.

The following measures have been implemented to improve the security of our work environment for our employees:

- The stairwells will remain locked during business hours.
- The elevators will require key card access for any floor above the first floor.
- Visitors must be escorted beyond the first floor of the building by employees.
- A receptionist will be hired and made available at the front entrance during business hours, providing assistance to visitors.

Additional Considerations include:

1. Employees will make arrangements to meet a scheduled visitor at the main entrance and escort the visitor around the building beyond the first floor.
2. When an unscheduled visitor arrives, the receptionist will contact an employee to escort the visitor throughout the building. If an employee is unable or unavailable for the unscheduled visitor, the visitor will be asked to return with an appointment or at a later time.
3. By limiting access to the building, events such as active shooter or workplace violence, exposure and risk to employees are potentially reduced as floors are controlled by card access.

This agreement shall be effective upon signature. However, the parties may mutually agree to meet to modify the agreement, as necessary.

Dated this 15th day of September 2023.

Signatures:

Jaclyn Smedley 9/27/23
Jaclyn Smedley
WSNA Representative

Lola Phillips 9/27/23 Danielle Stoddard 9/27/2023
Lola Phillips Danielle Stoddard
Administrative Officer (Interim), SRHD Director, Human Resources, SRHD