

Welcome

Beth Israel Lahey Health
Winchester Hospital



Due to limited parking space at the 41 Highland Avenue campus, priority must be given to our patients and visitors. This document describes the parking policy and guidelines all employees are expected to follow.

Employee Parking Policy

Employees assigned to work at the 41 Highland Avenue campus are provided with a hang tag for their designated parking lot on hire. The employee parking lots are described on the reverse side of this guide and directions provided. Employees assigned to work at other Winchester Hospital campus locations should ask their supervisors about designated employee parking areas.



Shuttle Service: Mondays through Fridays, excluding holidays, a shuttle service operates between the Hospital's employee parking lots and the Hospital. In addition to continuous runs to and from the parking lots at Holton and Maple Streets, shuttle service is available between the Hospital and the McKay Avenue campus and Child Development Center on Swanton Street. The Swanton shuttle also makes a run to 1021 Main Street for employees assigned to work at that campus. There is no service to other locations. The current service schedule has the McKay Avenue and Swanton Street shuttles running continuously between 6:15 a.m. and 6:30 p.m. If you need service to or from McKay Avenue or Swanton Street, call Security at ext. 2560 (or 781.756.2560 externally). If no response, call the Switchboard by dialing "0" (or 781.729.9000 externally). Note that employees being picked up from the Hospital should wait at the front entrance. There is no charge for parking or the shuttle service.

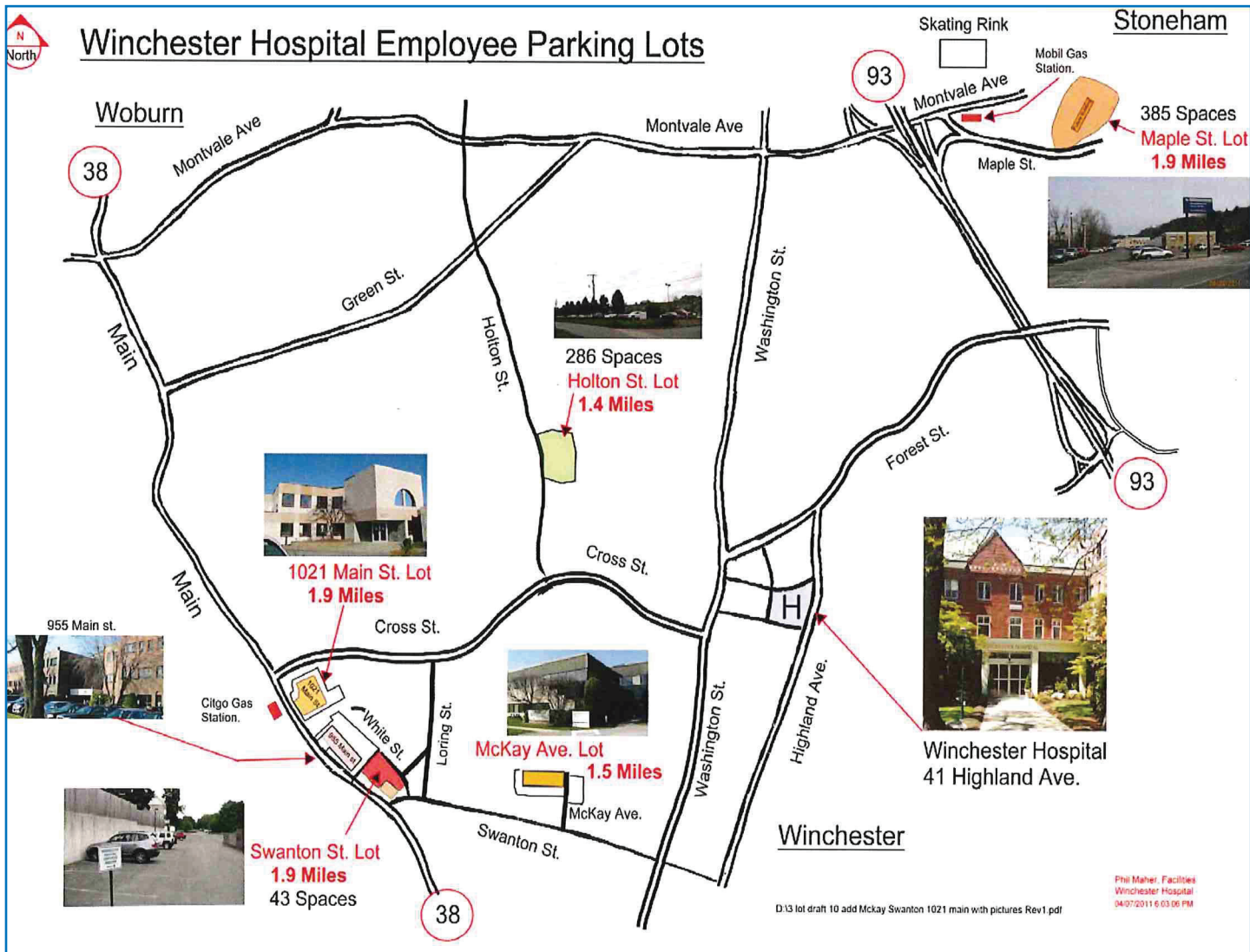
Hospital Garage: The only employees allowed to park in the Hospital's garage or A-1 lot are those with specific authorization. These include night shift employees, defined as those staff working four (4) or more hours between 11:00 p.m. and 7:00 a.m. (or 7:00 p.m. to 7:00 a.m., 11:00 p.m. to 11:00 a.m., 3:00 a.m. to 3:30 p.m., and any other shift meeting this criteria). Employees who work on holidays or weekends are also allowed to park in the Hospital garage, and employees approved to carpool may park in a limited number of designated parking spaces on Level 3 of the garage if they display a carpool hang tag.

Employee Orientation: Employees who attend orientation at the Hospital and night shift employees who are oriented on the day shift are expected to park in the Maple Street lot (see other side).

Employees as Patients/Visitors: Employees who come to the Hospital as a patient or family member of a patient may park on the Hospital campus but need to notify Security when doing so (call 781.756.2560) to avoid being issued a parking violation. The Hospital provides a valet parking service for patients seven days a week. The streets around the Hospital have one- to two-hour parking which the local police strictly enforce. We ask that employees not park on these streets, not only to avoid receiving a ticket, but also to cooperate with our neighbors. There are bicycle racks in the parking lot outside the Emergency Department and the Aligas Conference Center for employees who choose to bicycle to work.

McKay/Swanton: The parking lot located at 7 McKay Avenue is designated for full-day use by employees who work in this building. The parking lot at the Hospital's Child Development Center at 259 Swanton Street is designated for use only by employees who have children enrolled in the Center, or by those who work at the Hospital's 1021 Main Street campus. The shuttle service provides transportation to and from 1021 Main Street and Swanton Street for such staff.

Non-Compliance with Parking Policy: The Security, Transportation and Parking department monitors employee vehicles and will report occurrences of non-compliance to an employee's supervisor/Director. Employees who are not compliant with this policy may face disciplinary action.



95 Maple Street, Stoneham

The majority of new employees are assigned to park in this lot, which is located off Montvale Avenue, Exit 36 from Route 93. All employees who attend day orientation at the hospital as well as night shift employees oriented on the day shift should park in this lot. As Winchester Hospital's Materials Management Department and Storeroom are housed in a building located on this lot, employees of those departments should park there as well.

Directions: From Route 93 South, go left at the end of the ramp. At next set of lights, turn right onto Maple Street. Parking lot will be on left. From 93 North, go right at end of ramp. At next set of lights, turn right onto Maple Street. Parking lot will be on the left.

Child Development Center 295 Swanton Street, Winchester

Coming from 93N or 93S, take exit 36 (Montvale Ave). If on 93N, turn left off the ramp. If on 93S, turn right off the ramp. Continue on Montvale Ave. to first set of lights at intersection with Washington Street and turn left. Follow Washington Street through two sets of lights (Forest St. and Cross St.) to next set of lights at Swanton Street and turn right. Follow Swanton Street under railroad bridge and look for White Street on your right (last street before Main St., Rte. 38). Turn right onto White Street and turn left into the Winchester Child Development Center. Employee parking spaces are located behind the building.

17-34 Holton Street, Woburn

Existing Hospital-based employees who live in Woburn were previously assigned to park in this lot, which is located off of Cross Street in Winchester and Green Street in Woburn. Newly hired employees are not assigned to this lot.

Notes about 295 Swanton Street Lot

There are many small children in the areas so please drive slowly and carefully and use caution when entering and exiting this lot. Employees should only use the parking spaces located at the rear of the building which have a "WH" painted on the pavement.