

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 5006

SUBJECT: SAFE AND SANITARY ENVIRONMENT

POLICY: All childcare and residential programs must follow a routine procedure for maintaining a safe, hygienic and sanitary environment

PROCEDURES:

- 1) Each new employee must have a health care provider document their communicable disease status within the first 30 days of beginning work
- 2) Any staff later found to have a communicable disease must be removed from duties until a physician's consent is given to return to work
- 3) Freedom from tuberculosis must be documented on an annual basis.
- 4) Each new employee will read the booklet on "Universal Precautions"
- 5) Each new employee who prepares, handles or serves food will take the one hour training course on the subject
- 6) All cleaning supplies or hazardous materials must be stored in a safe location
- 7) Identify any hazardous conditions and report it to supervisor. Follow up with a corrective plan
- 8) Maintain a hazard-free environment by checking water temperature, electric outlet covers, securing floor covering or equipment, reviewing the adequacy of lighting and ventilation
- 9) Place reminders for employees in all bathroom facilities to "Wash Their Hands"

AUTHORIZED DATE: 01/11/01

REVISED DATE: 06/25/09