

## **6000 SERIES**

### **FACILITY**

- 6050 Pest Control Policy
- 6100 Facilities/Equipment Inspection
- 6150 Security Pursuant to Disruptive Persons
- 6200 Emergency and Inclement Weather Notification
- 6250 Pet Policy
- 6300 Tobacco Use in Facilities

**POLICY:**

Easterseals Central & Southeast Ohio, Inc. ensures that all facilities/program sites have procedures in place for the control of pests.

**PROCEDURE:**

Site Manager or designee will ensure a minimum of semi-annually pest control inspections and/or treatments. If treatment is needed, the treatment will occur when consumers are not present in the facility and will be documented on treatment report sheets. The reports will be kept on site.

**IN HOME SERVICES PROCEDURE:**

Consumers/personal representatives who are also the property owner(s), are responsible for checking and maintaining their homes. Concerns regarding safety and/or maintenance will be reported to the homeowner by Easterseals employees via an incident report and submitted to Easterseals In-Home Services management.

Originated:

Reviewed: 4/92, 7/93, 10/95, 4/96, 5/97, 8/2000, 3/03, 5/04, 4/05, 1/06, 1/07, 1/08, 2/09, 11/09, 12/10, 1/12, 11/13, 11/14, 1/16, 6/17, 4/24

Revised: 4/92, 7/93, 10/95, 4/96, 5/97, 8/2000, 3/03, 5/04, 6/17

## **FACILITIES/EQUIPMENT INSPECTION**

**6100**

### **POLICY:**

Easterseals Central & Southeast Ohio, Inc. has procedures to ensure the regular inspection of all Easterseals facilities and equipment.

### **PROCEDURE:**

Site manager or designee will ensure that quarterly inspections of facilities and equipment are completed or per manufacturers recommendations. Documentation of the inspection reports will be kept on site.

Originated:

Reviewed: 8/2000, 3/03, 5/04, 4/05, 1/06, 1/07, 1/08, 2/09, 11/09, 12/10, 1/12, 11/13, 11/14, 1/16, 4/24

Revised: 8/2000, 3/03, 5/04, 1/12

## **SECURITY PURSUANT TO DISRUPTIVE PERSONS**

**6150**

### **POLICY:**

Easterseals Central & Southeast Ohio, Inc. ensures that all facilities/program sites have procedures in place for the security of the environment.

### **PROCEDURE:**

1. If any person is behaving in a threatening, disruptive or inappropriate manner, staff shall intervene by attempting to calm or redirect them.
2. If the person continues to threaten, disrupt or act inappropriately, staff shall seek assistance from other staff or the local police.
3. Other available staff shall attempt to move consumers away from the area.
4. Chief Executive Officer or designee will be notified immediately.
5. Any incident involving the safety and/or security of any Easterseals facilities and/or staff will be documented on an incident report and kept on site.

Originated:

Reviewed: 6/91, 2/93, 7/93, 3/94, 10/94, 4/96, 3/97, 8/2000, 4/03, 5/04, 4/05, 1/06, 1/07, 2/09, 11/09, 12/10, 1/12, 11/13, 11/14, 1/16, 6/17, 4/24

Revised: 6/91, 2/93, 7/93, 3/94, 10/94, 4/96, 3/97, 4/03, 5/04, 4/05, 1/07, 1/08, 2/09, 1/12, 6/17

**POLICY:**

Easterseals Central & Southeast Ohio, Inc. ensures that all programs and program sites have procedures in place for the notification of consumers and staff in the event of inclement weather or other emergency situations.

**PROCEDURE:**

The Easterseals CEO, or designee, will make the final decision on program delays or closures, and attendance of staff. Procedures may vary based on programmatic needs, geography or contractual arrangements. Staff and consumers are to listen to local radio and/or TV for information regarding closure. Managers may assign staff the responsibility of notifying their consumers (if necessary). Site managers are responsible for opening buildings/sites and arranging access.

**1. GENERAL POLICIES**

- a. Unless Easterseals has specifically closed your work site you are expected to be at work unless a Level 3 Snow Emergency is in effect. Staff may request to use paid time off (PTO) if they choose not to come to work, however should PTO not be available the absence will be considered unexcused. Unexcused absences may result in disciplinary action. Exempt employees will not be permitted to work from home if your work site is open.
- b. Staff regularly scheduled to work in a facility on the day that location is closed due to inclement weather will be paid. Payment for that day will not result in overtime and only full-time and part-time employees working over 30 hours per week will be paid. All other staff may request PTO if available.
- c. Nonexempt employees may not work from home.

**2. CENTRAL OHIO OFFICE**

- a. At the Central Ohio Office, the Chief Executive Officer (CEO) will assess weather conditions by 6:00 a.m. each day of operation. If weather conditions warrant it, the CEO will contact the Marketing Manager or

designee who will notify local television and radio stations of delay or closing.

- b. Consumers and staff are to listen to radio and/or TV for information regarding delays or closings.
- c. The Early Intervention Manager will ensure all parents know that if the Franklin County Board of DD closes their program due to poor road conditions or weather-related issues, then the Easterseals Early Intervention Program will be closed also, and children do not report. The EI teachers are not required to report when the program is closed; however, they may be responsible for completing any previously scheduled home visits. This will be determined by the EI Manager on a case-by-case basis. Inclement weather days should also be used to work on time sensitive paperwork.
- d. If we are open but a staff member cannot get to work then he/she must contact his/her supervisor, and use benefit time (paid time off) for the number of hours they were scheduled to work.
- e. If it is announced the **"Easterseals Columbus Closed"** then staff are not to report to work.

**3. SCIOTO COUNTY OFFICE**

- a. At the Scioto County Adult Day, the Manager or designee will assess weather conditions by 6:00 a.m. each day of operation. The Manager or designee will then contact the Chief Executive Officer. If weather conditions warrant it then the Manager or designee will notify local radio stations of any delay or closing.
- b. Consumers and staff are to listen to radio for information regarding delays or closings.
- c. All staff are to report to work unless notified by Program Coordinator.
- d. If a staff member cannot get to work then he/she must contact the Program Coordinator and use benefit time (PTO) for the number of hours they were scheduled to work.

- e. If Easterseals announces “**Easterseals Closed**” then staff are not to report to work.

4. SHAWNEE REGIONAL OFFICE

- a. At the Shawnee Regional Office, the Manager or designee will assess weather conditions by 6:00 a.m. each day of operation. The Manager or designee will then contact the Chief Executive Officer. If weather conditions warrant it then the Manager or designee will notify local radio stations of any delay or closing.
- b. Consumers and staff are to listen to radio for information regarding delays or closings.
- c. All staff will report to work unless notified by the Program Coordinator.
- d. If a staff member cannot get to work then he/she must contact his/her supervisor and use benefit time (paid time off) for the number of hours they were scheduled to work.
- e. If Easterseals announces “**Easterseals Closed**” staff are not to report to work that day.

5. LAWRENCE COUNTY OFFICE

- a. At the Lawrence County Office, the Manager or designee will assess weather conditions by 6:00 a.m. each day of operation. The Manager or designee will then contact the Chief Executive Officer. If weather conditions warrant it then the Manager or designee will notify local radio stations of any delay or closing.
- b. Consumers and staff are to listen to radio for information regarding delays or closings.
- c. All Staff will report to work unless notified by Program Coordinator
- d. If a staff member cannot get to work then he/she must contact his/her supervisor and use benefit time (paid time off) for the number of hours they were scheduled to work.

- e. If Easterseals announces “**Easterseals Closed**” staff are not to report to work that day.

**6. EASTERSEALS IN-HOME SERVICES**

- a. Easterseals In-Home Services employees should ignore radio/TV announcements regarding Easterseals facility closure, as such announcements are intended only for those facilities and not the Easterseals In-Home Services. Easterseals In-Home Services employees should listen to local weather reports regarding hazardous travel conditions that exist or may exist.
- b. Consumer/parent/guardian will contact Easterseals In-Home Services management if services are not required (e.g., some parents may likewise be spending the day home from work and may choose to have the employee do the same).
- c. If serious concerns arise regarding travel to/from the worksite, then the employee will contact the Easterseals In-Home Services management via the pager system.
- d. In the event an In Home Services 24 hour site is under a Level 3 emergency, staff will be expected to stay at the site until replacement staff is legally able to travel the roads to get to the site and relieve them.
- e. If an employee is unable to get to their assigned work-site on time, then that employee should call the pager. The coordinator will inform the consumer's family of the delay/call-off.
- f. No employee should transport consumers when road conditions are at a level 2 or higher.
- g. In the event of a consumer medical emergency, 911 will be called for medical transportation.

Originated: 12/81

Reviewed: 5/88, 11/89, 9/90, 9/91, 2/93, 7/93, 9/94, 4/96, 8/00, 12/00, 12/02, 3/03, 5/04, 4/05, 1/06, 1/07, 2/08, 2/09, 11/09, 1/12, 11/13, 11/14, 1/16, 6/17, 4/24

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**POLICY:**

Easterseals Central & Southeast Ohio, Inc. has procedure for allowing pets in the office that comply with local laws/codes/etc. This policy is in place for Employees of the Easterseals of Central and Southeast Ohio. It also applies to any individual who has permission to bring a pet into the office.

**PROCEDURE**

Each Employee will be fully responsible for his or her pet at all times while on company premises. The following are requirements that must be met by any employee pet owner wishing to bring their pet to work.

1. Pet must be clean, well-groomed, and free of fleas, ticks, illness and disease.
2. A current (renew annually) veterinary record proving wellness, heartworm prevention, parasite control, and vaccine compliance must be provided to HR prior to visitation.
3. Dogs must be potty-trained/house broken. All other pets must have non-intrusive accommodations for their bodily waste.
4. Pet must have no history of aggressive behavior, or biting. Pet must be well socialized.
5. Pet must be controllable and supervised while on company premises.

**GENERAL RULES**

These rules apply to all pets. Exceptions are noted as part of each rule. Documented exceptions may be made on a case-by-case basis with the owner taking ultimate responsibility for any and all actions of their pet(s). Each pet must be considered on a case-by-case basis with the CEO having final say.

1. Any display of aggressive behavior on the part of the pet will require immediate removal from the premises.

- Any employee asked to take their pet home must do so immediately. Employees will be responsible for making up any resulting lost productivity.
2. Pets must be secured on leads, contained in carriers or crates, or otherwise secured at all times on business premises.
    - Exceptions may be made for pets with a documented training history that allows them to be controlled without the use of a lead, carrier/crate, or other securing device. Examples include companion animals, therapy animals, work animals, etc.
  3. Water, comforts, and food must be provided for the pet by the employee.
  4. All pets must be treated humanely. A high standard of animal compassion is expected of all pet owner employees.
  5. Any toys must be non-distracting and non-disruptive. Any toy deemed to be so will be removed from the pet by the owner.
  6. Employees are totally responsible for cleaning up and sanitizing immediately after accidents and for supplying effective products to those ends. Feces and waste bags must be sealed and discarded outside the building in the dumpster.
  7. Employees will be held fully responsible for any damage that is done by their pets to the business property or employees.
  8. Pets must be accompanied by the employee owner at all times. Pets must not be allowed to wander unattended, inside or outside the building. If pets are left alone in employee work areas, they must be restrained by baby/pet gates, crates, or other appropriate restraining device.
    - Exceptions may be made for pets with a documented training history that allows them to wander autonomously on the premises without aggressive behavior, destructive behavior, or other disruptive incidents. Examples include companion animals, therapy animals, work animals, etc.
    - Each pet must be evaluated on a case-by-case basis with the CEO having final say.
  9. Pets may be present during business meetings if they are quiet and do not distract participants or owners.

10. Employee pet owners will provide a safe and comfortable place for their pets within their workspace by “pet-proofing” the area.
11. Pets must not be allowed to chew on waste or any form of office equipment (i.e. electrical wire, cords, carpet, etc.)

**CLIENT NOTIFICATION**

Clients will be informed of the possibility of pets on the premises.

1. Clients will be given the opportunity to respond with any relevant information.
  - a. Relevant information includes items such as allergies, phobias, etc.

Originated: 10/13

Reviewed: 11/13, 1/16, 6/17, 4/24

Revised: 11/13, 6/17

## **TOBACCO USE IN FACILITIES**

**6300**

### **POLICY:**

Easterseals Central & Southeast Ohio, Inc. provides tobacco free environments for programs and operations.

### **PROCEDURE:**

1. Smoking and/or tobacco products are prohibited on all Easterseals properties.
2. "No Smoking" signs will be posted in appropriate areas.
3. No tobacco products will be sold on Easterseals premises.
4. If tobacco is used by an employee on Easterseals premises, disciplinary action will be taken, up to and including termination.
5. This policy also applies to the use of vapor products.

Originated: 01/15

Reviewed: 01/15, 1/16, 6/17, 4/24

Revised: 06/17