



Environmental Health & Safety Policy – Revised July 8, 2020

Reason for Policy

The **Clarksville 50+ Activity Center** is committed to providing a safe and healthy environment for all employees, volunteers and participants. The Center is committed to preventing the spread of diseases, illnesses, parasites, insects, as well as identifying and eradicating any cases identified in our Center. The goal of the center is to clearly adhere to the standards, policies, and recommendations provided by the TN Department of Health and Human Services (DHS), and the Center for Disease Control and Prevention (CDC).

Overview/Policy Statement

The Center is committed to providing a workplace free of health hazards, and to protecting its employees and participants from contagious disease, illness, and/or parasite spread in the workplace.

The Center's decision involving persons who have **Contagious Illnesses/Diseases and/or Parasites** shall be based on **1)** the risks of transmitting them to others **2)** the symptoms and special circumstances of everyone who has an illness/disease/parasite, and **3)** a careful weighing of the identified risks and the available alternative for responding to an employee with an illness/disease/parasite.

Examples of "**contagious disease**" as defined and covered by this policy include, **but are not limited to:**

- Chickenpox/Shingles
- Measles/Mumps
- Norovirus/Flu/Coronavirus
- Tuberculosis
- Meningitis
- Whooping Cough

Examples of "**illnesses**" as defined and covered by this policy include, **but are not limited to:**

- Diarrhea
- Vomiting
- Jaundice (yellowing of the skin and/or eyes)

- Sore throat with fever, Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body

Examples of "**parasites**" as defined and covered by this policy include, **but are not limited to:**

- Lice
- Bedbugs
- Tapeworms
- Fleas

Contagious Illness and Diseases

The Clarksville 50+ Activity Center reserves the right to exclude a person with an illness and/or disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the illness and/or the welfare of others within the Center. The Center will comply with all applicable statutes and regulations that protect the privacy of persons who have an illness.

Employees, participants and volunteers **must report** known contagious disease/illness in the Center to one of the Administrative Staff.

Any employee, participant or volunteer who has a contagious disease/illness that could be spread through normal contact is not permitted access to the Center until he or she no longer has the contagious disease/illness, or the disease/illness is no longer transmissible through normal contact as determined by his or her medical provider. A **doctor's release is required to return to work.**

Anyone who knows they have a contagious disease/illness have an **obligation** to minimize physical contact with others and must not come to the Center. If anyone believes he or she may have contracted a contagious disease/illness, he or she should contact his or her medical provider for evaluation before returning to the Center.

If management believes a person is exhibiting symptoms of a contagious disease and/or illness, while in the Center, management reserves the right to send the person home immediately.

Prior to returning to the Center following a contagious disease and/or illness, an employee must provide a release to return to work from a medical provider that indicates the employee no longer poses a threat to others.

Discrimination or harassment of anyone having or regarded as having a contagious disease and/or illness, is prohibited.

While the Center maintains the **confidentiality** of personal health information, non-personal information relating to contagious disease and/or illness, in the Center may be disclosed to others when the information is necessary to protect the health of others.

The Center will maintain an **Illness Log** of all reported contagious illnesses and diseases.

Pandemic Policy

Based upon the recommendations and mandates of the DHHS/CDC, Tennessee Commission on Aging and Disability, and authority given by the County Mayor and the Center's Board of Directors, the Clarksville 50+ Activity Center's **Administrative Staff** will make operational decisions.

Examples of "**operational decisions**" defined and covered by this policy include, **but are not limited to:**

- Closing and reopening the Center
- Restricting Occupancy
- Requiring "screenings" upon entering
- Requiring face coverings and other PPE
- Requiring "Social Distancing"
- Ensuring proper cleanliness and sanitation

Parasites/Pests/Insects (Environmental)

Precautionary Measures

The Center is committed to educating employees and participants on identifying parasites and insects and preventing them from entering the Center.

The Center has and will maintain a contract with a licensed professional exterminator who will:

1. Provide Glue boards for offices, pantries, classrooms, and storage areas. These boards are dated and changed out as needed. Boards are also used to identify insects that might require specific pesticide treatment.
2. Provide monthly walk through inspections of the entire building. Spraying preventative pesticide treatment around windows, walkways, all public areas, offices, storage areas, and bathrooms.

In addition, as part of our policy to keep pests, parasites, insects out of the Center, we encourage everyone to be vigilant when travelling, and particularly when staying in hotels. Further, if **you know or have reason to believe** that your home has been infested with a parasite/insect/pest, or that for any other reason you are likely to bring

them into the Center, we expect that you will take appropriate actions to prevent the spread. If you have any questions or concerns in this regard, please do not hesitate to speak with the Executive Director.

If a monthly inspection was positive at an employee's workstation/office, the Center will request that the employee have his or her home inspected. The Center is not responsible for inspections of employees' home.

The Center maintains a record of all reported parasites/insects that can be found in the monthly exterminator inspection log.

In areas where parasites/insects are found, the Center will engage current exterminator contractors to conduct appropriate remediation measures.

Center Attendance Agreement

Agreement

I understand that I must:

- 1. Report** when I have or have been exposed to any of the symptoms or illnesses listed in the Center's **Environmental Health & Safety Policy** posted in the Dining Room. (I may also request a copy.)
- 2. Comply** with the restrictions and/or exclusions that are given to me.

Name (please print) _____

Signature _____ **Date** _____

Center Staff Signature _____ **Date** _____

The goal of the Center is to clearly adhere to the standards, policies, and recommendations provided by the TN Department of Health and Human Services, and the Center for Disease Control and Prevention.
(CDC)

These policies are subject to change upon the new guidelines given by the CDC and TNDHS