

## SAMPLE POLICY

### Personal health habits of staff

The purpose of this policy is to comply with Hawai'i Administrative Rules §17-892.1-30, Personal health habits of staff\*, which states:

- (1) The facility shall have: (A) health policies developed specifically for the child care setting which set out aspects of personal health care and control for the spread of communicable diseases; (B) Written guidelines covering appropriate aspects of personal health care that have been developed through a community health agency which are made known to the caregiver; or (C) in-service training for the child care staff designed and presented by a health-trained individual which includes personal health care;*
- (2) If smoking is permitted on the premises, an individual shall not smoke in the presence of children; and*
- (3) Alcoholic beverages shall not be consumed or maintained at the facility during the hours of operation. However, if the child care center is a family residence, alcoholic beverages may be maintained but shall be stored out of the reach of children.*

### POLICY:

- 1. Staff Health Assessment.** All paid and volunteer staff members should have a health appraisal before their first involvement in child care work. The appraisal should identify any accommodations required of the facility for the staff person to function in his or her assigned position. Health appraisals for paid and volunteer staff members should include:
  - Physical exam;
  - Dental exam;
  - Vision and hearing screening;
  - The results and appropriate follow up of a tuberculosis (TB) screening.
  - A review and certification of up-to-date immune status per the current Recommended Adult Immunization Schedule including annual influenza vaccination and up to date Tdap;
  - A review of occupational health concerns based on the performance of the essential functions of the job.
- 2. Child care facilities should provide the job description or list of activities** that the staff person is expected to perform as under federal law the facility may be required to adjust the activities of that person. These include;
  - Sitting on the floor and on child-sized furniture;

- Washing hands frequently;
  - Responding quickly in case of an emergency;
  - Eating the same food as is served to the children (unless the staff member has dietary restrictions);
  - Hearing and seeing at a distance required for playground supervision or driving;
  - Being absent from work for illness no more often than the typical adult, to provide continuity of caregiving relationships for children in child care.
- 3. Tobacco use, alcohol, and illegal drugs should be prohibited on the premises of the program** (both indoor and outdoor environments) and in any vehicles used by the program at all times. Caregivers/teachers should not use tobacco, alcohol, or illegal drugs off the premises during the child care program's paid time including break time.

The use of e-cigarettes would fall into the same category tobacco, alcohol, and illegal drugs products that are prohibited from being used on the premises of the program (both indoor and outdoor environments) and in any vehicles used by the program at all times.

- 4. Child care facilities should provide information** to employees about available drug, alcohol, and tobacco counseling and rehabilitation, and any available employee assistance programs.
- 5. The child care facility may contact their health consultant for guidance and in-service training for the child care staff.**