



## Sanitation and Health

### I. Policy

It is the policy of Lakes Homes and Program Development to ensure that the environments person's live in are safe and comfortable to live in.

### II. Procedures

#### 1. General maintenance

Lakes Homes must maintain the interior and exterior of buildings, structures, or enclosures used by the facility, including walls, floors, ceilings, registers, fixtures, equipment and furnishings in good repair and in a sanitary and safe condition. Lakes Homes must be clean and free from accumulation of dirt, grease, garbage, peeling paint, mold, vermin, and insects. Lakes Homes must correct building and equipment deterioration, safety hazards, and unsanitary conditions.

#### 2. Hazards and toxic substances

Lakes Homes must ensure that service sites are free from hazards that would threaten the health or safety of a person receiving services by ensuring requirements are met

- a. Chemicals, detergents and other hazardous or toxic substances must not be stored with food products or in any way that poses a hazard to persons receiving services.
- b. Lakes Homes must install handrails and nonslip surfaces on interior and exterior runways, stairways and ramps according to the applicable building codes
- c. If there are elevators in the facility, Lakes Homes must have elevators inspected every year. The date of the inspection, any repairs needed and the date the necessary repairs were made must be documented.
- d. Stairways, ramps and corridors must be free of obstructions.
- e. Outside property must be free from debris and safety hazards. Exterior stairs and walkways must be kept free of ice and snow.
- f. Heating, ventilation, air conditioning units and other hot surfaces and moving parts of machinery must be shielded or enclosed.
- g. Use of dangerous items or equipment by persons served must be allowed in accordance with the person's CSSP or CSSP addendum or the program abuse prevention plan.

#### 3. Storage and disposal of medication

Schedule II controlled substances in the facility must be in a locked storage area permitting access only by persons and staff authorized to administer the medication. This is incorporated into Lakes Homes' medication administration policy and procedures. Medications must be disposed of according to the Environmental Protection Agency recommendations.

4. First Aid must be available on site.
  - a. A staff person trained in 1<sup>st</sup> aid must be available on site, and when required in a person's CSSP or CSSP addendum, be able to provide CPR, whenever persons are present and staff are required to be at the site to provide direct service. The CPR training must include instruction, hands-on practice and an observed skills assessment under the direction of a CPR instructor.
  - b. Lakes Homes must have first aid kits readily available for use by, and that meet the needs of persons receiving services, and staff. At a minimum, the first aid kit must be equipped with accessible first aid supplies including bandages, sterile compresses, scissors,, an ice bag or cold pack, an oral or surface thermometer, mild liquid soap, adhesive tape and first aid manual.
5. Emergencies
  - a. Lakes Homes must have a written plan for responding to emergencies to ensure the safety of persons served in the facility, and must include
    - i. Procedures for emergency evacuation and emergency sheltering including how to report a fire or other

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