



Day Care and Preschool Employee **SAFETY MANUAL**

Community Covenant Church: Sonshine Child Care Center

Provided by: NYSIF

Legal disclaimer to users of this form employee handbook:

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Community Covenant Church T/A Sonshine Child Care recognizes that employees drive our business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by Community Covenant Church T/A Sonshine Child Care 's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Community Covenant Church T/A Sonshine Child Care is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community and Community Covenant Church T/A Sonshine Child Care .

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty or Director.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state and local policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Community Covenant Church T/A Sonshine Child Care will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Community Covenant Church T/A Sonshine Child Care subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Community Covenant Church T/A Sonshine Child Care in higher regard with customers and increases productivity. This is why Community Covenant Church T/A Sonshine Child Care will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Community Covenant Church T/A Sonshine Child Care is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Community Covenant Church T/A Sonshine Child Care will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Community Covenant Church T/A Sonshine Child Care must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

Director

October 22, 2025

Safety Coordinator

October 22, 2025

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The primary responsibility of Community Covenant Church T/A Sonshine Child Care employees is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **must** become familiar with, observe and obey Community Covenant Church T/A Sonshine Child Care's rules and established policies for health, safety and preventing injuries while at work. Additionally, employees **must** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules. They should familiarize themselves with the Employee Handbook and any applicable trainings regarding working in a Child Care setting.

If an employee has any concerns about how a task should be done safely, they are under instruction **not** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with their supervisor, an employee still has questions or concerns, they are required to contact the Safety Coordinator or discuss it in further detail so they can figure out a solution.

No employee is ever required to perform work that they believe is unsafe or that they think is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

- Employees are required to work in an injury-free manner displaying acceptable levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

- Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden. Use of tobacco products, e-cigarettes, vapes, etc are forbidden on the premises. Any use of this on the premises (in or outside of the building) will result in immediate termination. This includes the building, parking lot or being off campus with children present while doing their job.

Housekeeping

You are responsible to keep your work area clean and safe. Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls and switches

Injury Reporting

All work-related injuries must be reported to your supervisor as soon as practicable. It is important for you to fill out an "Incident Report" and give it to one of the Administrators. Failure to report injuries can result in loss of workers' compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment. You must have a doctor's note to be able to return to work. Administration might require a more in depth doctor's note if there are additional medical concerns that might impair your work at SonShine Child Care Center.

Community Covenant Church T/A Sonshine Child Care provides transitional return to work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while remaining productive. Employees are required to return to work immediately upon release.

Community Covenant Church T/A Sonshine Child Care is committed to providing safety- and health-related orientation and training for all employees at all levels of the Company. The Company will maintain and support a program to educate and familiarize employees with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but is not limited to, the following:

1. Company-specific accident and incident data
2. Hazards associated with the work area or specific job or task
3. Personal protective equipment; masks, gloves, helmets, etc
4. Emergency procedures
5. Incident/Accident reporting requirements
6. Return to work program
7. Any additional required training by OCFS or SonShine Child Care Center

Periodic Inspections

It is the policy of Community Covenant Church T/A Sonshine Child Care that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures. All employees are responsible for cooperating during these inspections, and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection. Employees are expected to help maintain any corrections or changes after an inspection occurs.

Incident Reporting

Any work-related injury or suspected injury must be reported to your supervisor and to human resources. An OCFS-4436 Incident Reporting form must be completed. Failure to promptly report an injury may result in a loss of workers' compensation benefits or disciplinary action. The employee must return this form to human resources by the next business day in person or electronically.

After each practitioner appointment, the employee must report to their supervisor and human resources to review their progress. Community Covenant Church T/A Sonshine Child Care may provide light duty work for employees recovering from injury if they have some available. Employees are required to return to light duty work immediately upon release if it's available.

An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or falls ill due to a work-related condition. We believe that such absences cost both Community Covenant Church T/A Sonshine Child Care and our employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Community Covenant Church T/A Sonshine Child Care has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Community Covenant Church T/A Sonshine Child Care wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a return to work program, which includes transitional or light duty work. The return to work program is temporary, not to exceed six months.

Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
 - If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
 - You must complete and sign a Report of Injury or Illness form. Any witnesses who are there to observe should also sign the report.
 - When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Community Covenant Church T/A Sonshine Child Care will not accept a general note stating only that you are to be off work.
 - If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. This will be on a case- to case basis if we have that type of work available for you. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits. In some cases, it may be a basis for termination.
 - Employees who are unable to work and whose absences Community Covenant Church T/A Sonshine Child Care approves must keep us informed on a weekly basis of their status either written, via email or phone call to the Director/Assistant Director. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
 - If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request / Physician's Authorization form.
 - Employees who are not eligible for leave under FMLA must return to light duty (if available) or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
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General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:
 - Fire/Police/Ambulance: 911
 - Human Resources: **Marie: EXT # 158 Judy: EXT #156 Jen: EXT #171**
- Know where the exits are located.
- In the event of any emergency, use the stairs (If you have a fire escape please use that as a primary exit)
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not get in trouble if the situation does not turn out to be an emergency.
- First aid supplies and emergency equipment are located in the Medication Box in the Rooms and are for use by those who are authorized and properly trained. There are also First Aid Supplies in every backpack for each classroom.
- Every room/ area had a flashlight available near the door in case of an electrical outage.
- Emergency Medication is located in special medication bags in the classrooms
- Non- Specific Emergency Auvi Q Automatic Epinephrine is located in the office corner cupboard in case of Anaphylaxis Emergencies.

Evacuation

- Building occupants will be notified of a potential fire by the fire alarm system.
- The safety of children should always take precedence during an emergency.
- Upon becoming aware of a potential fire, all occupants should immediately evacuate the building. Do not delay evacuation to get personal belongings and instruct children to do the same. All doors should be closed as the last person passes through.
- Maintenance should be the last person to leave the area. Check the building to be sure that all personnel and children have evacuated.
- Upon exiting the building, all employees and children should report for a head count. Our meeting place is at the Large Playground across the parking lot.
- Employees should make sure that all children they are responsible for are accounted for by doing a "Name to Face" count with their clipboard.
- If any employee or child is missing, an immediate report should be made to the Supervisor who will in turn report to the first available fire department officer.
- Everyone should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy an area or building will be issued by the Supervisor.
- In the event of inclement weather, the Supervisor will make arrangements for all persons to move to shelter.

Fire Safety

- Alert other persons in the immediate hazard area.
 - Activate a fire alarm system by the board or pull a fire alarm.
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- If you have been trained, you can decide to use a fire extinguisher following these instructions:

P=Pull the safety pin.

A=Aim the nozzle at the base of the fire.

S=Squeeze the operating lever.

S=Sweep side to side covering the base of the fire.

Instructions for this are located by each fire extinguisher.

** When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

** Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

- Have someone notify the Supervisor of where the emergency is located. They will relay this information to the fire department.

Severe Weather

- The supervisor will monitor a weather channel. If a severe weather report is issued, they will immediately page the following channels: **CNY Central, Spectrum News & WYSR.**
- Employees will be instructed where they and the children they are responsible for are to go for safety. The supervisor will take the weather radio with them. When the severe weather warning is cancelled, they will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

Medical Emergency

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids. Maintain Confidentiality
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human resources will make any necessary notifications to family members of the person suffering the medical emergency.
- If it's involving a child the family and OCFS must be notified of a medical emergency where medical intervention is needed.

First Aid

Wash minor cuts and abrasions with soap and warm water, and bandage them properly. If a child requires first aid treatment, it will be logged and the parent will be notified. If the child comes into the facility with an injury, this will be logged as well. If a medical emergency arises involving a child, a parent will be notified before emergency treatment occurs, unless waiting endangers the child's life. In such situations, the necessary procedures will take place to ensure the safety of the child.

Lost Child

If a child becomes lost at the facility, Community Covenant Church T/A Sonshine Child Care will immediately go into a "lockdown." As such, all exits will be locked and manned by staff so that no one can enter or exit the facility. All other staff members will search for the child in all areas of the facility, including exterior areas. If the child is not located within five minutes, emergency personnel will be contacted and the child's parent or legal guardian will be notified. Any reports of a missing child will be reported to OCFS.

Workplace Violence

- Any employee who feels that they have been threatened should immediately report concerns to the supervisor.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area, immediately notify human resources and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with human resources so that a prevention plan can be developed

FIRE DEPARTMENT: MANLIUS FIRE DEPARTMENT

TELEPHONE: (315) 682-8318

POLICE DEPARTMENT: MANLIUS POLICE DEPARTMENT

TELEPHONE: (315) 682-2212

LICENSOR: Office of Children & Family Services

TELEPHONE: (315) 423-1202

Community Covenant Church T/A Sonshine Child Care does not tolerate harassment of our job applicants, employees, guests, students or persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes – but is not limited to – slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion or national origin; sexual advances; requests for sexual favors; and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation;
- Explicit or degrading verbal comments about another individual or their appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that their actions are not welcome and they must stop (only if you feel comfortable enough to do so).
2. Report the incident immediately to your supervisor or the human resources department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Community Covenant Church T/A Sonshine Child Care's obligation to investigate and act upon reports of such harassment. Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

Teachers and administrators at Community Covenant Church T/A Sonshine Child Care should not attend work if they have written notice from a doctor to be out of work for an illness, contagious disease/illness or medical restriction. This should be documented. Any contagious illness should be in writing so that we can notify families and other staff members of what is going around in the center that they may be exposed to.

To accommodate your absence, Community Covenant Church T/A Sonshine Child Care will have to replace you so that we maintain proper teacher to student ratios.

Maintaining Your Health

Community Covenant Church T/A Sonshine Child Care staff must take the necessary precautions to remain healthy, not only for your own well-being but also for the health of the children at the facility.

To Reduce Exposure to Infectious Diseases:

- Stay up-to-date on all your immunizations (tetanus, diphtheria, etc.). Ask your doctor if you need immunizations for measles, mumps, rubella or chicken pox.
- Complete your Hepatitis B vaccination series.
- Wash your hands frequently and teach the children in your classroom to do the same.

To Reduce Your Risk of Falling:

- Clean up spills immediately.
- Know where you are walking, especially if you are carrying children or bulky items.
- Remove objects from walkways.
- Make sure you don't have any objects in your hands so that you are free to help children walk in hallways and on stairs.
- Avoid changing directions rapidly while walking.
- Maintain good health by exercising on a regular basis to remain strong and flexible.
- Always keep one hand on the handrail when walking up and down stairs.
- Wear proper footwear with backing while at SonShine Per the Dress Code Policy

To Reduce Exposure to Environmental Hazards:

- Use cleaning and disinfectant products for their intended purposes and follow the manufacturer's instructions.
 - Store cleaning products in their original containers out of reach of children.
 - All Safety Data Sheets can be located in the Supply Closet on the second floor as well as the Office.
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- Use arts and crafts materials that are labeled “non-toxic” only.
- Watch children closely when working with chemicals to avoid accidental poisonings.
- Do not eat or drink when working with chemicals.
- Cover any cuts or abrasions when working with chemicals, including art supplies.
- Wipe down surfaces after using chemicals and then thoroughly wash your hands.
- Wear gloves.

To Reduce Your Stress:

- Prioritize your duties and take care of the most pressing ones first.
- Maintain and enforce company policies to avoid unnecessary conflicts.
- Take breaks when needed to rejuvenate yourself.
- Talk with other staff members or your supervisor about concerns and ideas that may benefit the company.
- Laugh and have fun with the children.
- Eat a nutritious diet and exercise regularly.

Proper Hand Washing

Cleanliness through proper hand washing is pertinent in a child care setting, so staff members must be diligent with their washing to reduce the spread of diseases. To properly wash your hands:

1. Wet hands with warm water and apply soap.
2. Rub your hands together for 20 seconds.
3. Rinse your hands for 10 seconds.
4. Dry your hands with a clean paper towel.
5. Turn off the faucet with the paper towel.

Community Covenant Church T/A Sonshine Child Care staff should wash their hands on the following occasions:

- Upon arrival at work.
- When entering any room, especially when coming in from outside.
- Immediately before and after handling food, preparing baby bottles or feeding children.
- Before handling clean cooking utensils.
- After using the bathroom or assisting a child in using the bathroom.
- Before and after changing a child’s diaper.
- After handling body fluids – saliva, nasal secretions, vomit, feces, urine, blood, secretions from abrasions, etc.
- After handling soiled cleaning supplies – garbage bags, mops, cloths, etc.
- When hands become visibly soiled.
- After removing disposable gloves.

OSHA Compliance Programs

Bloodborne Pathogens

Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which can lead to AIDS, and hepatitis. Since we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.

In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the person to provide support; just be sure to stay out of contact with any bodily fluids.

If you are dealing with blood from a child please use gloves and seek help from those who are able to handle the situation.

Personal Protective Equipment (PPE)

If you are in an area where specific PPE is required, you are expected to wear it. Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

Hazardous Materials Safety

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.
 2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons and protective eyewear when using chemicals labeled "flammable," "corrosive," "caustic" or "poisonous."
 3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other signs of visible damage.
 4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motions. Always wash your hands after removing the gloves.
 5. Before pouring, dispensing or transferring any liquid from a bulk container labeled "flammable," observe the following safety procedure:
 - a. Only use red color-coded, metal containers for transferring the liquid.
 - b. Electrically ground and bond the containers as follows:
 - 1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.
 - 2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
 - 3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.
 6. Do not use chemicals from unlabeled containers and unmarked cylinders.
 7. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "flammable" or "combustible."
 8. Do not drag containers labeled "flammable."
 9. Use a rubber cradle when transporting unpackaged, glass bottles of chemicals.
 10. Do not store chemical containers labeled "oxidizer" with containers labeled "corrosive" or "caustic."
 11. Always use chemical goggles and a face shield before handling chemicals labeled "corrosive" or "caustic."
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OSHA Compliance Programs

Respirable Crystalline Silica

Employees will take steps to limit their exposure to respirable crystalline silica in accordance with OSHA standards. A final rule from OSHA that sets the permissible exposure limit (PEL) for respirable silica to 50 micograms per cubic meter of air (50 µg/m³) came into effect on June 23, 2018. Employees must now follow Community Covenant Church T/A Sonshine Child Care 's written exposure plan for respirable silica at all times. Also, employees who are exposed to levels of respirable silica at or above the PEL for 30 or more days a year are offered medical examinations at least once every three years. These medical examinations are offered to employees exposed to silica levels at or above OSHA's action level for respirable silica (25 µg/m³) for 30 or more days a year.

Fire Prevention

1. Smoking is never allowed in the building, parking lot or anywhere on the premises. It is not allowed anywhere where you are in care for SonShine Child Care children.
2. No candles or open flames are allowed within the facility.

Electrical Safety

1. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
 2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
 3. Keep all outlets covered that are in reach of children
 4. Turn electrical appliances off with the switch, not by pulling out the plug.
 5. Turn all appliances off before leaving for the day.
 6. Never run cords under rugs or other floor coverings.
 7. Any electrical problems should be reported immediately.
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SonShine Mandated Reporting/Serious Incident Reporting Policy:

By NYS law all childcare staff are mandated reporters and required to report any suspicions of child abuse. You are required to contact the Onondaga County Child Abuse Hotline and report your suspicions immediately. Contact the Director about your suspicions and complete the appropriate NYS OCFS forms. To protect children, family and staff serious incidents should be reported and dealt with urgently.

Any time abuse/ maltreatment or serious incident occurs at SonShine we will immediately notify OCFS and follow their protocols. OCFS states “A serious incident is defined as a situation, or event where there is a risk to the physical, emotional, and/or mental health, safety or well-being of a child while in care.” Please see the following website for more information on this.

Website:<https://ocfs.ny.gov/programs/childcare/policies/Childcare-Policy-20-01-Clarification-of-Serious-Incident-Serious%20Injury-Serious%20Condition.pdf>

If a serious incident occurs with a child you should immediately:

- *Make sure all children are safe, supervised and taken care of
- *Notify the administration and get the appropriate help right away
- *Notify the parents/guardians of the child to inform them of the situation. All parents involved should be notified of a serious incident or called as soon as it happens.
- *Fill out an incident report and document it in the child's Daily Health Log. A copy of the incident report should be given to the parents/ guardians.
- *Complete any other documentation necessary or steps given by OCFS and the SCR.

If there is a situation regarding Child Abuse/Maltreatment call the Mandated Reporter Hotline and report the situation to the SCR. DO NOT WAIT. Give them any information they need. If you need to be replaced to do so in your classroom please call the office and we will replace you so that you can make the call immediately. Immediately should be directly after the incident occurs without delay. To ensure the safety and confidentiality of the child and family this information will be kept confidential and is not to be shared with any other staff or outside parties. The call to SCR should take place in a private area that will be provided to the staff so they can remain confidential.

The Mandated Reporter Hotline: 1-800-635-1552

This information is located in every classroom on the wall, in the regulations and in the Employee Handbook. Any other helpful information on Child Abuse/ Maltreatment can be accessed in the office.

Note: If there is cause for an investigation regarding a staff/employee as subject in a Child Abuse/ Maltreatment case SonShine may take one or more of the following actions regarding a staff member of the center who is the alleged abuser until authorities have concluded their investigation, and then take appropriate action at its' conclusion:

1. Dismissal, suspension or transfer of an employee, volunteer or other person who is the subject of a child abuse or maltreatment report;
 2. Increased supervision over a person who is the subject of a report;
 3. Provision of instruction and/or remedial counseling to a person who is the subject of a report;
 4. Initiation of appropriate disciplinary action where applicable;
 5. Provision of appropriate training to and/or increased supervision of staff and/or volunteers pertinent to the prevention and remediation of child abuse and maltreatment.
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Reducing the Risk of Sudden Infant Death Syndrome (SIDS)

SIDS is the unexplained death of an infant under the age of one year. To reduce the risk of SIDS at Community Covenant Church T/A Sonshine Child Care :

1. Always place infants on their backs to sleep, unless specified by a doctor in the form of a signed waiver.
2. Do not use wedges or position devices to place infants to sleep.
3. Place crib sheets on beds so that they are tight-fitting.

Food Service Safety

1. Unplug electrical appliances, such as blenders, grinders and coffee pots, from their power source before cleaning them.
2. Wear closed-toed, low-heel, non-slip shoes that have rubber soles while you are at work.
3. Do not store cleaning products with food products.
4. Turn the power switch of the exhaust hood fans to "on" when the ranges are in operation. Use the spray can labeled "degreaser" to clean the grease off of the hood filters.
5. Store cleaning equipment such as brooms, mops, carts and pails in the utility closet only.
6. When handling knife blades and other sharp cutting tools, direct sharp points and edges away from you.
7. Cut in the direction away from your body when using knives.
8. Store knives in knife blocks or sheaths.
9. Use sharp knives only; knives with dull blades can be hazardous.
10. Do not attempt to catch a falling knife.
11. Use knives only for the operation for which they are designed.
12. When opening cartons, use box cutters. Do not cut with the blade extended beyond the guard.
13. Do not use knives that have broken or loose handles.
14. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
15. Do not leave knives in sinks full of water.
16. Do not pick up knives by their blades.
17. Carry knives with their tips pointed toward the floor.

Foodborne Illness Prevention

1. Refrigerate or freeze all perishable food items (refrigerator must be set at 40° F or less and the freezer must be set at 0° F or less).
 2. Check appliance temperatures with a thermometer designed for this purpose.
 3. Always thaw food in the refrigerator or under cold water, never sitting out at room temperature.
 4. Wash cutting boards and cooking utensils immediately after contact with raw meat to prevent bacterial contamination.
 5. Do not leave perishable foods lying out for more than two hours.
 6. Do not serve food from cans that are dented, seeping or bulging
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Community Covenant Church T/A Sonshine Child Care is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and Community Covenant Church T/A Sonshine Child Care. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and Community Covenant Church T/A Sonshine Child Care policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, Community Covenant Church T/A Sonshine Child Care will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Community Covenant Church T/A Sonshine Child Care subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Community Covenant Church T/A Sonshine Child Care in higher regard with customers and increases productivity. This is why Community Covenant Church T/A Sonshine Child Care will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Community Covenant Church T/A Sonshine Child Care is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Community Covenant Church T/A Sonshine Child Care will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Community Covenant Church T/A Sonshine Child Care must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of Community Covenant Church T/A Sonshine Child Care's employee safety handbook. I have read and understood all policies, programs and actions as described, and agree to comply with these set policies.

Employee Signature

Date