

POLICIES AND PROCEDURES

(For Emergency Children at Work with Staff (Only during state of emergency called for by Governor))

POLICY AND PROCEDURES

PURPOSE

This policies and procedures governing children in the workplace. These policies and procedures are necessary to avoid disruptions of employees in the performance of their job duties, to reduce personal and property liability to B's Homecare Inc., to protect the welfare and safety of employees' children, and maintain a professional work environment for our clients.

POLICY

1. Children are permitted at the workplace for emergency care during any state of emergency if there is provable information that the child would be left without proper care and that there is no care available in another format (i.e. schools, churches, family members or daycare)
2. Children are only permitted at the worksite as a result of difficulties with proper care during normal business hours.
3. Legal liability of permitting children to accompany staff falls to employee for any injury, damage or stolen property.
4. No ill children are permitted to accompany any employee to work.
5. Clients may, under the state of emergency policy circumstance, permit staff to bring children to the workplace in order to assist in fulfilling the client's health and safety needs.
6. Employees must ensure that work health and safety laws are followed at all times when bringing children into the workplace.

PRINCIPLES:

If approval to bring children into the workplace has been granted, the employee:

1. Must be sensitive and respect the needs of client at all times.
2. Must not expect others to care for their children.
3. Must take responsibility for the safety of their children at all times.
4. Must supervise his or her children at all times.
5. Must understand that children are not covered by B's Homecare Inc., B's Homecare Inc. insurance companies or the client's insurance company.
6. If child is injured during time at worksite the staff cannot bring a claim forth against B's Homecare Inc. or the client in which the child is at. Staff is 100% liable and will sign a waiver of liability.

RESPONSIBILITIES of Employees:

- Secure permission from their client before bringing children into the workplace.
- Ensure his or her children behave appropriately while in the workplace.
- Ensure his or her children stay within visual range at all times.
- Be responsible for any damage caused by his or her children.

DEFINITIONS

Staff: For the purpose of this policy, an individual who is appointed in the personal care industry or assigned to a client for in home for health and safety.

Child (ren): (Minor) - Any person who is under the age to stay home alone safely (generally 12 years or under).

Client: A person who has been assessed by a state, county or company assessor that is in need of assistance with their personal cares and or safety.

EFFECTIVE DATE

effective upon date of publication.

Employee Responsibilities:

1. Employees are required to assure their children stay within visual range at all times.
2. Employees must not allow their children to be left unattended in any rooms, hallways, or any common areas. This includes the common areas outside of the structure that the client is receiving services.
3. Employees must not allow their children to be left unattended, even if they are within visual range.
4. Employees must abide by age requirements, as program is specifically designed for children between the ages of 3 and 12 years of age that cannot be at a program as scheduled.
5. Employees will be held responsible for any vandalism or damage caused by their children.
6. Employees will be responsible for any injury to his or her child.