



**TOPPENISH CITY COUNCIL  
REGULAR MEETING AGENDA  
NOVEMBER 9, 2020 – 6:30 P.M.**

TELEVISED LIVE ON MIDVALLEY TELEVISION  
SPECTRUM CABLE CHANNEL 194

**1. REMOTE MEETING INSTRUCTIONS**

Pursuant to Governor Inslee's Emergency Proclamation regarding suspending certain provisions of the Open Public Meetings Act during the COVID-19 Outbreak, the Toppenish City Council will not accept in-person public comments. All members of the public wanting to comment on City Council agenda items may submit written comments, to include your name and address for the record, in advance by email to the [City Clerk](#) by 4:00 p.m. on November 9, 2020 to be read during the meeting. To remotely attend this meeting register by selecting [Join a Meeting](#). Call-in information for "listen-only" mode is: (253) 215-8782 [Meeting ID 872 0386 0591] [Passcode: 696771] Email the [City Clerk](#) or call (509) 865-6754 with questions.

**2. REGULAR SESSION CALL TO ORDER**

Pledge of Allegiance/Roll Call/Welcome

**3. APPROVE AGENDA**

**4. ADVANCE PUBLIC COMMENTS RECEIVED BY 4:00 P.M. ON NOVEMBER 9, 2020 TO BE READ BY STAFF AT THE MEETING**

**5. CONSENT AGENDA**

All matters on the consent agenda have been provided to each Councilmember for review and are considered to be routine or have been previously discussed and will be adopted by one motion and vote without discussion. However, if a Councilmember desires, any item on this agenda will be discussed before any action is taken on it.

- a. Approve Minutes of the October 26, 2020 Special Meeting.
- b. Approve Minutes of the October 26, 2020 Regular Council Meeting.
- c. Approve Minutes of the November 2, 2020 Study Session.
- d. Approve Payroll Checks Numbers 35093 through 35103 and electronic transfers in the total amount of \$160,994.78 dated November 6, 2020.
- e. Approve Claims Checks Numbers 92769 and 92771 through 92855 and electronic transfers in the total amount of \$459,298.95 dated November 9, 2020 and void Checks Numbers NR85268 and NR92537.

**6. NEW BUSINESS**

- a. AB 20-052: Resolution 2020-53, Approve Amendment No. 4 to City Manager Employment Agreement
- b. AB 20-053: Receive Update on Proposed Location for Extreme Weather Shelter
- c. Department Budget Presentations:
  - Section 4: Legislative and Executive Lance Hoyt
  - Section 4: MVTV Judy Devall
  - Section 5: Administrative Services Debbie Zabell
  - Section 5: City Clerk Heidi Riojas
  - Section 6: Police Tim Bardwell
  - Section 7: Fire Tim Smith
  - Section 8: Public Works Rocky Wallace

**7. COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS**

**8. CITY MANAGER REPORTS**

**9. ADJOURNMENT**

**NEXT REGULAR COUNCIL MEETING WILL BE HELD ON NOVEMBER 23, 2020.**

**TOPPENISH CITY COUNCIL  
Special Meeting Minutes  
October 26, 2020**

Mayor Oaks called the meeting to order at 6:30 p.m.

**REMOTE MEETING INSTRUCTIONS**

CC Riojas recited the remote meeting instructions for the record pursuant to Governor Inslee's Emergency Proclamation with the temporary suspension of certain provisions of the Open Public Meetings Act during the COVID-19 Outbreak, the Toppenish City Council Chambers will not be open for the public to attend the meeting in person. In addition, she recited the instructions to attend the meeting in "listen only" mode by either registering online or by using the call-in phone number.

**ROLL CALL**

Remote Attendees: Mayor Mark Oaks, Mayor Pro Tem Elpidia Saavedra, and Councilmembers Loren Belton, Naila Duval, George Garcia, and Clara Jiménez.  
Absent: Councilmember Juan Ceja.  
Remote Staff: City Manager Lance Hoyt, City Attorney Gary Cuillier, and City Clerk Heidi Riojas (CC Riojas).

CC Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Oaks, Mayor Pro Tem Saavedra, and Councilmembers Belton, Duval, Garcia, and Jiménez remotely attended the meeting. Councilmember Ceja was not present at the meeting.

**REMOTE EXECUTIVE SESSION**

Mayor Oaks stated the purpose of the Special Meeting is to conduct a remote Executive Session to review the performance of the City Manager pursuant to RCW 42.30.110(g). Mayor Oaks called for a remote executive session to be held at 6:33 p.m. The approximate time for the remote Executive Session is 20 minutes, and action is anticipated in open session at the conclusion of the Executive Session.

Mayor Oaks reconvened the special meeting back to open session at 6:53 p.m.

Councilmember Duval moved, seconded by Councilmember Belton to extend the City Manager's contract another year and to provide a four percent increase to the current base salary.

Councilmember Jiménez clarified that the City Manager's contract is reviewed annually.

Motion carried unanimously.

**ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 6:55 p.m.

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MARK OAKS, MAYOR

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HEIDI RIOJAS, CMC, CITY CLERK

**TOPPENISH CITY COUNCIL  
Regular Meeting Minutes  
October 26, 2020**

Mayor Oaks called the meeting to order at 7:00 p.m.

**REMOTE MEETING INSTRUCTIONS**

CC Riojas recited the remote meeting instructions for the record pursuant to Governor Inslee's Emergency Proclamation with the temporary suspension of certain provisions of the Open Public Meetings Act during the COVID-19 Outbreak that prohibit all in-person public comments. In addition, she recited the instructions to attend the meeting in "listen only" mode by either registering online or by using the call-in phone number.

**ROLL CALL**

Remote Attendees: Mayor Mark Oaks, Mayor Pro Tem Elpidia Saavedra, and Councilmembers Loren Belton, Naila Duval, George Garcia, and Clara Jiménez.  
Absent: Councilmember Juan Ceja.  
Remote Staff: City Manager Lance Hoyt (CM Hoyt), City Attorney Gary Cuillier, Interim Police Chief Tim Bardwell (IPC Bardwell), Public Works Superintendent Rocky Wallace, City Clerk Heidi Riojas (CC Riojas), and Cable Television Manager Judy Devall.

CC Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Oaks, Mayor Pro Tem Saavedra, and Councilmembers Belton, Duval, Garcia, and Jiménez remotely attended the meeting. Councilmember Ceja was not present at the meeting.

Councilmember Jiménez moved, seconded by Mayor Pro Tem Saavedra to excuse Councilmember Ceja from the October 26, 2020 Regular Meeting. Motion carried unanimously.

**APPROVE AGENDA**

Councilmember Jiménez moved, seconded by Councilmember Duval to approve the October 26, 2020 Amended Agenda. Motion carried unanimously.

**ADVANCE PUBLIC COMMENTS RECEIVED BY 4:00 P.M. ON OCTOBER 26, 2020**

CC Riojas noted the City received no public comments by the 4:00 p.m. deadline prior to the meeting.

**CONSENT AGENDA**

Mayor Pro Tem Saavedra moved, seconded by Councilmember Garcia to approve Consent Agenda items a and c:

- a. Approve Minutes of the October 12, 2020 Regular Meeting.
- b. Approve Payroll Checks Number 35079 through 35092 and electronic transfers in the total amount of \$244,210.13 dated October 23, 2020.
- c. Approve Claims Checks Number 92705 through 92768 and electronic transfers in the total amount of \$359,161.46 dated October 26, 2020.

Motion carried unanimously.

## NEW BUSINESS

### **Receive Police Department Updates**

IPC Bardwell reported to Council with updates for the Police Department, highlighting the recruitment efforts to fill vacancies for three police officers and one dispatcher. He noted the number of cases officers received in September with the ongoing quality of life issues regarding graffiti, animal control, and parking. IPC shared with Council a summary of the proactive efforts of officers in September to manage graffiti. Council discussed the need for the Animal Control Officer to have varied hours to get a handle on the roaming dogs and cats in the community.

### **Resolution 2020-49: A Resolution Approving the Amendment to the Agreement Between the City of Toppenish, Washington, and Yakima County Development Association for the Pass Through and Use of Washington State Department of Commerce Coronavirus Relief Funds.**

Councilmember Belton moved, seconded by Councilmember Jiménez to approve Resolution 2020-49. Motion carried unanimously.

### **Resolution 2020-50: A Resolution Approving Amendment to Agreement Between the City of Toppenish and BorArchitecture, PLLC to Provide the Architectural and Engineering Services for the Design and Construction for New Public Works Buildings.**

Councilmember Jiménez moved, seconded by Councilmember Duval to approve Resolution 2020-50. Motion carried unanimously.

### **Resolution 2020-51: A Resolution Approving Addendum No. 1 to General Agreement with HLA Engineering and Land Surveying, Inc. for Professional Engineering and Surveying Services for New Public Works Buildings Utility Improvements.**

Mayor Pro Tem Saavedra moved, seconded by Councilmember Garcia to approve Resolution 2020-51. Motion carried unanimously.

### **Resolution 2020-52: A Resolution Approving Addendum No. 1 to General Agreement with HLA Engineering and Land Surveying, Inc. for Professional Design Engineering, Bidding Services, and Construction Engineering Services for New Public Works Buildings.**

Mayor Pro Tem Saavedra moved, seconded by Councilmember Garcia to approve Resolution 2020-52. Motion carried unanimously.

## **COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS**

Councilmember Garcia had nothing to report.

Councilmember Duval reported she and Councilmember Garcia helped at the voter table in front of City Hall on October 24, 2020 and that the last to register to vote is October 26, 2020.

Councilmember Belton had nothing to report.

Councilmember Jiménez reported her attendance at the Yakima Valley Conference of Governments (YVCOG) General Membership virtual meeting on October 21, 2020 that included presentations from various organizations providing homeless services, and the adoption of the 2021 YVCOG Budget. In addition, she noted that the Toppenish School District has organized a Trunk or Treat Drive Thru from 4-6 on October 30, 2020 at the Middle School, at Valley View Elementary School, and at Kirkwood Elementary School.

Mayor Pro Tem Saavedra had nothing to report.

Mayor Oaks had nothing to report.

### **CITY MANAGER REPORT**

CM Hoyt updated Council on the following:

- Study Session Agenda for November 2, 2020 will discuss 2021 Preliminary Budget
- City Hall lobby will be open from 8-8 for voters to use the ballot box on November 3, 2020
- October 28, 2020 meeting to discuss location, staffing, and duration for Extreme Weather Shelter in the community.

### **ADJOURNMENT**

There being no further business to come before the Council, the meeting adjourned at 7:53 p.m.

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MARK OAKS, MAYOR

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HEIDI RIOJAS, CMC, CITY CLERK

**TOPPENISH CITY COUNCIL  
Study Session Minutes  
November 2, 2020**

**CALL TO ORDER**

Mayor Oaks called the meeting to order at 5:00 p.m.

**REMOTE MEETING INSTRUCTIONS**

CC Riojas recited the remote meeting instructions for the record pursuant to Governor Inslee's Emergency Proclamation with the temporary suspension of certain provisions of the Open Public Meetings Act during the COVID-19 Outbreak, the Toppenish City Council Chambers will not be open for the public to attend the meeting in person. In addition, she recited the instructions to attend the meeting in "listen only" mode by either registering online or by using the call-in phone number.

**ROLL CALL**

Remote Attendees: Mayor Mark Oaks, Mayor Pro Tem Elpidia Saavedra, and Councilmembers Loren Belton, Naila Duval, George Garcia, and Clara Jiménez.

Absent: Councilmember Juan Ceja.

Remote Staff: City Manager Lance Hoyt (CM Hoyt), Administrative Services Director Debbie Zabell (ASD Zabell), Interim Police Tim Bardwell, Public Works Superintendent Rocky Wallace, City Clerk Heidi Riojas (CC Riojas) and Cable Television Manager Judy Devall.

CC Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Oaks, Mayor Pro Tem Saavedra, and Councilmembers Belton, Duval, Garcia, and Jiménez remotely attended the meeting. Councilmember Ceja was not present at the meeting.

**APPROVE CLAIM CHECK NUMBER 92770  
IN THE TOTAL AMOUNT OF \$80,000.00 DATED NOVEMBER 2, 2020**

Councilmember Jiménez moved, seconded by Councilmember Duval to approve Claim Check Number 92770 in the amount of \$80,000.00 dated November 2, 2020. Motion carried unanimously.

**RECEIVE 2021 PRELIMINARY BUDGET**

CM Hoyt presented the proposed 2021 Preliminary Budget and recited the budget message and enhancements that included significant changes from the previous year concerning revenues and expenditures. He further noted that the City Council will be discussing the 2021 Preliminary Budget in future Council meetings.

It was the consensus of Council to change the meeting time for the November 9, 2020 Regular Meeting to start at 6:30 p.m. to allow extra time of staff budget presentations.

**ADJOURNMENT**

There being no further business to come before the Council, the meeting was adjourned at 5:55 p.m.

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MARK OAKS, MAYOR

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HEIDI RIOJAS, CMC, CITY CLERK

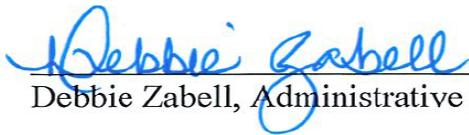
# Payroll Check Register

Payroll for Period 10/16/2020 - 10/31/2020

Fund Number	Description	Amount
001-000-011	Legislative	\$2,930.84
001-000-013	Executive	\$4,221.17
001-000-014	Finance, Record	\$12,843.03
001-000-018	Central Services, Personnel Services	\$4,137.96
001-000-021	Law Enforcement	\$31,199.76
001-000-022	Fire Services	\$21,069.98
001-000-024	Protective Inspections	\$1,338.71
001-000-058	Planning and Community Development	\$297.45
001-000-076	Pool, Park Facilities	\$5,142.53
030-000-000	Criminal Justice Fund	\$23,699.29
101-000-000	Street Fund	\$4,231.85
108-000-000	Cemetery Fund	\$3,790.80
401-000-000	Water Fund	\$14,668.92
403-000-000	Wastewater Fund	\$16,283.23
405-000-000	Solid Waste Fund	\$11,408.10
457-000-000	Cable TV Fund	<u>\$3,731.16</u>
<b>Grand Total</b>		<b>\$160,994.78</b>

Payroll checks 35093 through 35103 and electronic transfers.

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.

  
 \_\_\_\_\_  
 Debbie Zabell, Administrative Services Director

November 6, 2020

\_\_\_\_\_  
 Date

# Accounts Payable Check Register

November 9, 2020

Number	Vendor Name	Account Description	Amount
92769	Schreiner Title Company	Sewer Sales Residential	\$80.29
		Solid Waste Services	\$21.51
		Water Sales Residential	\$41.58
		Check Total:	\$143.38
92771	911 Supply Inc.	Uniforms & Clothing	\$292.71
92772	A WorkSAFE Service, Inc.	Pre-Employment Services	\$55.00
92773	Adams View Glass & Screen, LLC	Professional Services	\$232.20
92774	Advanced Digital Imaging LLC.	Capital Purchase - Equipment	\$1,516.20
92775	Alba Enterprises	Professional Services	\$260.00
92776	Amazon Capital Services	Office & Operating Supplies	\$230.66
		Small Tools & Minor Equipment	\$188.99
		Check Total:	\$419.65
92777	Aramark Uniform Services Everett Lockbox	Rentals	\$32.40
92778	Attorney Messenger Service Inc.	Professional Services	\$50.00
92779	Backflow Management, Inc.	Cross Connection Program	\$2,002.25
92780	Budget Septic & Drain LLC	Rentals	\$384.48
92781	Cascade Fire Equipment Corp.	Personal Protective Equipment	\$3,702.24
92782	Cascade Natural Gas Corp.	Fuel for Heating	\$27.99
92783	Central Pre- Mix Concrete Co.	Operating/Maintenance Supplies - General	\$741.40
92784	CenturyLink	Telephone	\$1,624.34
92785	CenturyLink 313081835	Telephone	\$831.43
		Telephone - Utility Billing	\$118.89
		Check Total:	\$950.32
92786	Chandler Distributing Co. Inc.	Fuel Vehicles	\$4,533.31
		Fuel Vehicles - WWTP	\$226.84
		Operating/Maintenance Supplies - General	\$157.67
		Check Total:	\$4,917.82
92787	Charter Communications-Collections	Internet - Cemetery	\$89.99
		Rentals	\$29.76
		Check Total:	\$119.75
92788	Cintas Corporation #605	Rentals	\$95.27
		Uniform Cleaning	\$349.56
		Check Total:	\$444.83
92789	City of Sunnyside - Finance Dept.	Corrections Services Sunnyside	\$1,652.85
92790	City of Toppenish	City Utilities - Library	\$255.90
		City Utility Service - Fire	\$460.06
		City Utility Service - Police	\$511.64
		City Utility Services	\$408.54
		City Utility Services - Cemetery	\$420.51
		City Utility Services - City Hall	\$339.37
		City Utility Services - Parks	\$5,365.01

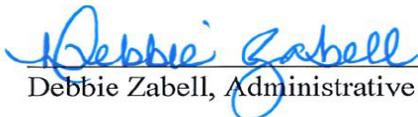
<b>Number</b>	<b>Vendor Name</b>	<b>Account Description</b>	<b>Amount</b>
		City Utility Services - Swimming Pool	\$155.03
		City Utility Services - Treatment Plant	\$454.30
		Check Total:	\$8,370.36
92791	Coastal Farm and Home Supply	Personal Protective Equipment	\$138.61
92792	Code Publishing Co. Inc.	Codification Services	\$369.60
92793	Cole Industrial, Inc.	Repair & Maintenance Equipment	\$1,395.38
92794	Columbia Ford	Capital Purchase - Equipment	\$54,150.14
92795	D&G Cleaning LLC.	Janitorial Services - City Hall	\$1,200.00
		Janitorial Services - Police Department	\$1,200.00
		Check Total:	\$2,400.00
92796	Datec, Inc.	Capital Purchase - Equipment	\$3,627.18
92797	Day Wireless Systems, Inc.	Service Repair/Maintenance Vehicles	\$142.56
92798	Dean, Angela	Employee Longevity	\$200.00
92799	Department of Ecology Cashiering Unit	Memberships & Registrations	\$98.00
92800	Devall, Judy	Office & Operating Supplies	\$41.87
92801	Dwayne Lane's	Capital Purchase - Equipment	\$74,945.08
92802	Employment Security Department	Unemployment Compensation	\$238.75
92803	Enviromental Resource Associates	Professional Services	\$426.30
92804	Eurofins Cascade Analytical	Professional Services	\$888.00
92805	Federal Express Corporation	Postage	\$141.18
92806	Federated Auto Parts	Service Repair/Maintenance Vehicles	\$6.02
92807	Galls, Inc.	Uniforms & Clothing	\$460.70
92808	Gray & Osborne, Inc.	Professional Services	\$1,748.98
		Sewer System Imp (Ph#4) - Engineering	\$102,933.24
		Sewer System Imp (Ph#4) - Solids Handling Plan	\$746.84
		Check Total:	\$105,429.06
92809	Horizon Distribution, Inc.	Personal Protective Equipment	\$42.59
92810	Howards Tire Factory Inc	Repair & Maintenance - Vehicles	\$48.01
		Service Repair/Maintenance Vehicles	\$3,286.32
		Check Total:	\$3,334.33
92811	Ideal Lumber & Hardware, Inc.	Graffiti Program Supplies	\$39.14
		Operating/Maint. Supplies - General	\$59.59
		Operating/Maint. Supplies - Vehicles	\$2.11
		Operating/Maintenance Supplies - General	\$309.97
		Operating/Maintenance Supplies - Street Signs/Paint	\$11.75
		Operating/Maintenance Supplies - Vehicles	\$21.70
		Service Repair/Maintenance	\$14.67
		Service Repair/Maintenance 50% Rec Bldg	\$43.90
		Service Repair/Maintenance 50% Rec Bldg.	\$66.95
		Service Repair/Maintenance Equipment	\$23.04
		Service Repair/Maintenance Police Dept Bldg	\$325.14

<b>Number</b>	<b>Vendor Name</b>	<b>Account Description</b>	<b>Amount</b>
		Service Repair/Maintenance Vehicles	\$6.23
		Service Repair/Maintenance Welcome Center Bldg	\$8.01
		Small Tools & Minor Equipment	\$60.75
		Check Total:	\$992.95
92812	Intermedia.net Inc.	Telephone	\$141.57
92813	Johnson Controls Security Solutions LLC	Repair & Maintenance Equipment	\$578.34
		Service Repair/Maintenance Equipment	\$192.78
		Check Total:	\$771.12
92814	Kroes, Arthur	Employee Longevity	\$1,700.00
92815	Larios, Alfredo & Ismene	Sewer Sales Residential	\$92.00
		Solid Waste Services	\$23.66
		Water Sales Residential	\$90.32
		Check Total:	\$205.98
92816	Law Office of Gary M. Cuillier	Legal Services	\$350.00
		Legal Services - City Attorney	\$798.00
		Check Total:	\$1,148.00
92817	Lynden Precast LLC	Liners & Markers	\$1,750.00
92818	Mobile Fleet Service Inc.	Service Repair/Maintenance Vehicles	\$414.77
92819	Moon Security Service, Inc.	Alarm Monitoring	\$36.72
92820	Mora, Arthur R	Counsel for Indigents	\$6,300.00
92821	MRSC	Memberships & Registrations	\$275.00
92822	Musgrave, Daniel N	Memberships & Registrations	\$50.00
92823	O L Luther Co. Inc.	Operating/Maintenance Supplies - General	\$511.04
92824	Office Depot Card Plan	Office & Operating Supplies	\$127.36
92825	One Call Concepts, Inc.	Professional Services	\$44.94
92826	O'Reilly Auto Parts	Operating/Maint. Supplies - Vehicles	\$40.06
		Operating/Maintenance Supplies - General	\$41.02
		Operating/Maintenance Supplies - Vehicles	\$120.25
		Check Total:	\$201.33
92827	Pacific Office Automation	Photocopies	\$130.71
92828	Pacific Power & Light Co.	Electricity	\$58.00
		Electricity - City Hall	\$292.44
		Electricity - Fire	\$384.64
		Electricity - Police	\$605.94
		Electricity - Recreation	\$30.84
		Electricity - Swimming Pool	\$147.71
		Check Total:	\$1,519.57
92829	Pearson, Liliana	Employee Longevity	\$200.00
92830	Rathbun Iron Works Inc.	Operating/Maintenance Supplies - General	\$35.21
		Repair & Maintenance Equipment	\$129.58
		Check Total:	\$164.79
92831	Raymond's Upholstery	Professional Services	\$226.80
92832	Schreiner Title Company	Sewer Sales Residential	\$240.58

<b>Number</b>	<b>Vendor Name</b>	<b>Account Description</b>	<b>Amount</b>
		Solid Waste Services	\$61.86
		Water Sales Residential	\$141.42
		Check Total:	\$443.86
92833	Six Robblees' Inc.	Operating/Maintenance Supplies - Vehicles	\$188.72
92834	Snyder Industries, Inc.	Capital Purchase - Containers	\$175.50
92835	Spectrum	Internet - Sewer	\$124.98
92836	Tapani, Inc.	Safe Routes to School - Construction	\$59,877.00
		Sewer System Imp (Ph#4) - Construction	\$65,925.99
		Check Total:	\$125,802.99
92837	The Healthy Worker	Pre-Employment Services	\$129.00
		Professional Services	\$110.00
		Check Total:	\$239.00
92838	The Lockshop	Operating/Maint. Supplies	\$12.96
92839	Thyssenkrupp Elevators Corp.	Service Repair/Maintenance City Hall	\$593.27
92840	Tobia, Brandon James	Personal Protective Equipment	\$200.00
92841	Toppenish Chamber Of Commerce	Tourism Contract - Toppenish Chamber	\$9,680.73
92842	Toppenish Rotary Club	Memberships & Registrations	\$40.00
92843	U.S. Bank Corporate Payment System	Internet - Sewer	\$124.98
		Memberships & Registrations	\$486.18
		Operating/Maint. Supplies - Vehicles	\$64.00
		Operating/Maintenance Supplies - General	\$494.64
		Professional Services	\$118.76
		Service Repair/Maintenance Vehicles	\$318.50
		Travel	\$219.66
		Wellness Program Supplies	\$317.83
		Check Total:	\$2,144.55
92844	Valley Title Guarantee Inc.	Miscellaneous Fees & Charges	\$185.00
92845	Vision Municipal Solutions, LLC	Operating/Maintenance Supplies - General	\$1,760.40
		Professional Services	\$21.75
		Check Total:	\$1,782.15
92846	WA Assoc of Building Officials	Memberships & Registrations	\$95.00
92847	WA St Dept of Transportation	Repair & Maintenance Equipment	\$145.72
92848	Walker Car Wash Inc.	Professional Services	\$8.00
		Service Repair/Maintenance Vehicles	\$7.00
		Check Total:	\$15.00
92849	Washington Audiology Services Inc.	Memberships & Registrations	\$1,338.80
92850	Washington Finance Officers Association	Memberships & Registrations	\$150.00
92851	West Coast Fire & Rescue	Service Repair/Maintenance Equipment	\$486.00
92852	Western Systems and Fabrication	Operating/Maintenance Supplies - Vehicles	\$89.85
92853	Wholesale Online Group, Corp.	Small Tools & Minor Equipment	\$1,419.66
92854	Yakima County Solid Waste	Dump Fees - Street Sweeping	\$1,239.19
		Dump Site Fees	\$15,772.73

<b>Number</b>	<b>Vendor Name</b>	<b>Account Description</b>	<b>Amount</b>
		Check Total:	\$17,011.92
92855	Yakima Valley Community College	Memberships & Registrations	\$90.00
EFTAP11/2020	Invoice Cloud	1/3 On-Line Utility Payment Charges	\$3,644.50
EFTPostage10/20 20	Pitney Bowes Inc.	Postage	\$1,000.00
NR85268	WA ST Criminal Justice Training Commission	Corrections Academy Costs	(\$986.00)
NR92537	Schreiner Title Company	Sewer Sales Residential	(\$80.29)
		Solid Waste Services	(\$21.51)
		Water Sales Residential	(\$41.58)
		Check Total:	(\$143.38)
<b>Grand Total</b>			<b>\$459,298.95</b>
<b>Accounts Payable Checks: 92769 &amp; 92771-92855, Electronic Transfers &amp; Void Checks</b>			<b>\$459,298.95</b>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.

  
 Debbie Zabell, Administrative Services Director

November 6, 2020



**CITY OF TOPPENISH**  
**REQUEST FOR COUNCIL ACTION**  
**Agenda Bill No.: 20-052**

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**Meeting Date:** November 9, 2020

**Subject:** Amendment No. 4 to City Manager Employment Agreement

**Attachments:** Resolution 2020-53; Amendment No. 4 to City Manager Employment Agreement; Final City Manager Evaluation Report for 2019-2020 year

**Presented by:** Lance Hoyt, City Manager

**Approved for Agenda By:** Lance Hoyt, City Manager

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**Discussion:** As a follow up from the recent City Manager performance evaluation for the 2019-2020 Year facilitated by Mr. Dave Mercier, the proposed contract Amendment #4 and accompanying Resolution 2020-53 is being presented with the following details Council voted on in open session following the Executive Session held during the Special Meeting on October 26, 2020:

- Term: Extend the contact term one year. Continue the current three-year contact term from September 1, 2020 through September 1, 2023.
- Base Salary: Increase of 4% to the current base salary;  $\$109,872 + \$4,395 (4\%) = \$114,267$ .

I appreciate the time by each Councilmember to provide me with an invaluable performance evaluation and I look forward to working with Council to meet the goals set for the upcoming year.

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**Fiscal Impact:** Salary compensation will be included in the 2021 City of Toppenish Budget

**Recommendation:** Motion to approve Resolution 2020-53 and authorize the Mayor Pro Tem to sign Amendment #4 on behalf of the City to extend the term one year.

**Alternative:** 1) Forward to Study Session for further review.

RESOLUTION 2020-53

**RESOLUTION APPROVING AMENDMENT NO. 4 TO  
EMPLOYMENT AGREEMENT BETWEEN THE CITY OF  
TOPPENISH AND LANCE HOYT**

WHEREAS the City of Toppenish, Washington and Lance Hoyt entered into an Employment Agreement dated August 27, 2015, and

WHEREAS the parties have agreed to make certain amendments to said Agreement as set forth in the attached Amendment No. 4,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON AS FOLLOWS:

The Amendment No. 4 to Employment Agreement between the City of Toppenish and Lance Hoyt, a copy of which is attached hereto, is hereby approved and the Mayor Pro Tem is authorized and directed to execute said agreement on behalf of the City.

This Resolution shall be effective immediately upon passage and signatures hereto.

PASSED by the Toppenish City Council at its regular meeting held on November 9, 2020.

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ELPIDIA SAAVEDRA, Mayor Pro Tem

ATTEST:

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HEIDI RIOJAS, CMC, City Clerk

**AMENDMENT NO. 4  
EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF TOPPENISH  
AND  
LANCE HOYT**

WHEREAS the City of Toppenish, Washington and Lance Hoyt entered into an Employment Agreement on August 27, 2015, and

WHEREAS said parties have agreed to make certain amendments to said Agreement,

NOW THEREFORE, in consideration of the mutual benefits to be derived, the parties agree as follows:

1. Section 1 of said Agreement shall be amended to read as follows:

**“Section 1: Term**

This agreement shall be for a period of not less than three (3) years from September 1, 2020, or until terminated as provided by law, or by the provisions of said Agreement. The agreement shall be reviewed annually.”

2. Section 3 A of said Agreement shall be amended to read as follows:

**“Section 3: Compensation**

A. Base Salary: Base Salary: Employer agrees to pay Employee an annual base salary of \$114,267, payable in installments at the same time that the other management employees of the Employer are paid.”

3. Effective Date: All amendments and additions set forth in this Amendment to Section 1 set forth above shall be effective as of September 1, 2020. All amendments and additions set forth in this Amendment to Section 3 A set forth above shall be effective as of the date of signing this document.

4. Except to the extent they are modified by this Amendment and any other agreed Amendments to said Agreement, all terms and provisions of the Employee Agreement between the parties, dated August 27, 2015, shall not be affected.

DATED this \_\_\_\_ day of November, 2020.

CITY OF TOPPENISH, Employer

LANCE HOYT, Employee

\_\_\_\_\_  
ELPIDIA SAAVEDRA, Mayor Pro Tem

\_\_\_\_\_  
LANCE HOYT, City Manager



September 28, 2020

Mr. Lance Hoyt, City Manager  
and City Council  
City of Toppenish  
21 West First Avenue  
Toppenish, WA 98948

Subject: City Manager Evaluation: 2019-2020 – Final Report

Dear Mr. Hoyt and City Council,

It has been my pleasure to serve the City of Toppenish by assisting the City Council in the evaluation of the City Manager. The formal evaluation is guided by the City Manager's employment contract. This evaluation provided an opportunity to examine the perceptions and conclusions of the City Council about the City Manager's performance with regard to progress in the attainment of goals identified by the City Council and to additionally consider other elements of managerial practice for advisory purposes.

The evaluation was accomplished using the six-step process prescribed in the Letter of Engagement with the facilitator

### **Conclusion**

Based on a review of the progress achieved by the City Manager in addressing important tasks and goals, the City Council indicated their appreciation for his open door policy with Council, his professionalism, his ability to anticipate and advocate for grant opportunities, as well as his keeping current with policies and grants.

Looking toward the future and in keeping with the value of continuous improvement, the Council enlisted the City Manager's support in adding transparency with all issues, in attending to concerns expressed by employees with regard to poor management and having departmental leadership address employee concerns.

A handwritten signature in cursive script that reads "David Mercier".

David Mercier  
Facilitator



**CITY OF TOPPENISH  
REQUEST FOR COUNCIL ACTION  
Agenda Bill No.: 20-053**

**Agenda Item  
6b**

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**Meeting Date:** November 9, 2020

**Subject:** Extreme Weather Emergency Shelter

**Attachments:** EWS Safety Contract for 2019-2020; EWS Safety Plan 2019-2020

**Presented by:** Lance Hoyt, City Manager

**Approved for Agenda By:** Lance Hoyt, City Manager

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**Discussion:**

Sunrise Outreach ( Pastor Dave Hanson), Yakima County Human Services (Esther Magasis) Camp Hope (Mike Kay), YN Village of Hope (Jenece Howe) have been meeting since August 2020 to organize an Extreme Weather Emergency Shelter in Toppenish. The Group has met with our Church Organizations, private citizens, business owners, elected officials and staff to locate a building to reinstate the Extreme Weather Emergency Shelter for the 2020-2021 winter.

Recently, Yakima Valley Farm Workers has offered the same building used earlier in 2020, located at 508 West First Ave, as a site for the 2020-2021 winter season. This building was unavailable until the last week of October.

Sunrise Outreach and Camp Hope would like to operate for a second year a Temporary Extreme Weather Emergency Shelter for this year's winter season. Estimated from mid-November 2020 through extreme weather to +/- Mid-March 2021. Last year, the shelter operated from January 15, 2020 into March 2020.

Camp Hope and Sunrise Outreach would like to have City Council approval to operate for a second year the Extreme Weather Emergency Shelter at the YVFW 508 West First Ave Building if available for the 2020-2021 winter weather season.

Yakima County has offered to donate +/- \$40,000 to operate the Toppenish Extreme Weather Shelter.

Requirements to operate a Temporary Extreme Weather Shelter in Toppenish would include:

- Proof of Liability Insurance
- Compliance with Emergency Temporary Shelter Operation Requirements via Toppenish Fire Department
- Compliance with an agreed upon Operation Safety Plan
- Compliance with an updated COVID-19 floor plan per Yakima Health Department approval.

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**Fiscal Impact:** None to the City, Building offered by YVFW, Staffed by Camp Hope people who are experienced dealing with homelessness conditions, food and meals by donation or provided by Camp Hope.

**Recommendation:** Motion to approve the Extreme Weather Emergency Shelter operated by Sunrise Outreach and Camp Hope at the building location 508 West First Avenue provided by YVFW's with condition that it is in compliance with EWS Safety Contract, Safety Plan as well as compliance with Yakima County Department of Health COVID-19 guidelines.

**Alternatives:** 1) Deny request for Temporary Extreme Weather Shelter Operation. 2) Forward to Study Session for further review.



**City of Toppenish**  
**Fire Department**  
514 West Second Avenue  
Toppenish, WA 98948  
Ph(509) 865-3111/Fax (509)865-3332



### **Emergency Temporary Shelter Operation Requirements**

Listed below are the minimum requirements for temporary operating the proposed Emergency Extreme Winter Weather Homeless Shelter at 508 West 1<sup>st</sup> Ave in Toppenish WA. Listed below are minimum requirements that were discussed at our January 7<sup>th</sup> meeting and walk through of the facility at 805 West 1<sup>st</sup> Avenue or discussed by phone and email. Below are the mandatory requirements:

- Security Measures – Two trained volunteers from Sunrise Outreach will monitor all occupants of the shelter. They will contact 911 by cell phone if law enforcement is needed. Toppenish Police Department will be responsible for the initial response.
- Fire Watch – Provided by the same two trained volunteers during shelter hours. Will contact 911 by cell phone for any fire or medical emergency.
- Fire Escape Plan – Emergency Fire Escape plan has been developed and will be posted as required. Occupants will be instructed nightly on exits and meeting places once they exit.
- Identification – All occupants will be signed in nightly. An accurate head count will be maintained for emergency responders purposes only.
- Medical – One of the trained volunteers will have a valid first aid card with CPR endorsement. A first aid kit will be on site on site.
- Hours of Operation – 6:00pm to 6:00am. Not in operation during the day
- Length of Operation – Approximately 6 weeks, starting January 15<sup>th</sup>, 2020 ending on March 2<sup>nd</sup>, 2020.
- Personal Belongings – Backpacks and clothing will be checked into bins each night. Personal items shall not block common emergency egress pathways.
- Drugs or Alcohol – Will not be tolerated at any time. Anyone caught using drugs or alcohol will be immediately evicted from the property and trespassed indefinitely. Law enforcement officers will be notified.
- Cooking – Indoor cooking is not allowed with the exception of a microwave ovens only.
- Candles – No candles or open flames of any type.
- Smoking or Vaping – Not allowed at any time inside the building.
- Pets – Are not allowed at any time with the exception of certified service animals.
- Transportation – All participants will be bused to and from the 900 Block of West 1<sup>st</sup> Avenue. Walk ins are not allowed. No come and go privileges.
- Weapons – No guns, knives or weapons of any type. All participants are subject to search and seizure at any time. Walk through metal detector on site with hand wand.
- Occupancy limit – Expect between 25 and 50 with 50 being the maximum. Males and females will have separate sleeping arrangements.
- Emergency lighting – Emergency lighting will be installed. See Attached map.
- Emergency Exits – Exit signs will be illuminated. See attached map.
- Fire Extinguishers – Will be certified and additional extinguishers will be installed in various locations per direction of fire chief. See attached map.
- Egress Doors- An additional egress door is required. Door knobs are not allowed.
- Smoke and Carbon Monoxide Detectors- Installed in each room at direction of fire chief. See attached map.



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- Portable Bathrooms will be placed outside in front of the facility.
- Portable air horn or other device to alert occupants to immediately vacate the building. This is known as the Emergency Evacuation Signal.
- Heat shall be provided without the use of portable heaters or extension cords.
- All vehicles that were parked in the front of the facility will be moved as this is an emergency fire lane for emergency vehicles only.
- Garbage and trash containers will be available. Unknown at this time if provided by City or private contractor.
- No Propane Stoves or Heaters at any time.

Per the International Fire Code, this building and occupancy use requires an automatic smoke/fire alarm system and automatic fire sprinkler system. RCW 35.21.915 does not take that requirement away.

The RCW does allow temporary encampments, however that does not come without stipulations that can be mandated by the Authority Having Jurisdiction (AHJ) which is normally the local Fire Chief. The RCW simply states that the AHJ cannot impose conditions other than those necessary to protect public health and safety; AND those imposed conditions do not substantially burden the decision of the religious organization.

It would be impossible to have an automatic fire sprinkler and alarm system installed, as required by the International Fire Code, before the proposed opening date. Therefore, because this is an emergency situation, the AHJ will allow for the temporary operation of the emergency shelter as long as the Emergency Temporary Shelter Operation Requirements are strictly enforced.

The Fire Chief or designee reserves the right to inspect the building at any time to check for compliance of the Emergency Temporary Shelter Compliance Requirements listed above.

Any violation of the Emergency Temporary Shelter Operation Requirements may void the Temporary Certificate of Occupancy and the shelter may be closed immediately.

# **Safety Plan**

For

Toppenish Extreme Winter Shelter

Facility Address: 508 W 1<sup>st</sup> Avenue

## **EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS**

### DESIGNATED RESPONSIBLE OFFICIAL

Name: Executive Director – Dave Hanson 509.901.6680

Camp Hope Director – Mike Kay 503.396.2085

## **EVACUATION ROUTES**

- Evacuation route maps have been posted in each of the occupied areas.

The following information is marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Assembly points

- Site personnel should know at least two evacuation routes.

## **EMERGENCY PHONE NUMBERS**

Toppenish FIRE DEPARTMENT: (509) 865.3111 or 911

AMBULANCE: (509) 865.6555 or 911

POLICE: (509) 865.4355 or 911

## **UTILITY COMPANY EMERGENCY CONTACTS**

ELECTRIC: Pacific Power  
500 N. Keys Rd.  
Yakima, WA. 98901  
(888) 221-7070

WATER: City of Toppenish  
(509) 865-4500

GAS: Cascade Natural Gas - Sunnyside  
(509)8372174

### **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE ISSUES
- EXTENDED POWER LOSS
- UTILITY FAILURE (specify)\_\_\_\_\_

### **MEDICAL EMERGENCY**

- Call medical emergency phone number 911

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number)
- c. Your name and phone number from which you are calling.

- Do not move victim unless absolutely necessary.
- One person on each shift is trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help
- if personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  2. Clear the air passages using the Heimlich maneuver in case of choking.

**Attempt first aid ONLY if trained and qualified**

One person on each overnight shift – First Aid kit on site

**FIRE EMERGENCY**

**When fire is discovered:**

- Notify the local Fire Department by calling 911 .
- if a fire or smoke is identified, use the bull horn siren and announce PLEASE USE THE NEAREST EXIT AND MEET IN THE PARKING LOT. Then continue to provide instruction to move to the nearest exit and gather at the meeting area in the front parking area. Those exiting through the two back doors would exit, go left after exiting, go left up Bolin Dr, then left again up 1<sup>st</sup> Ave, left into the parking area.

**Fight the fire ONLY if:**

- The Fire Department has been notified.
- the fire is small and is not spreading to other areas.
- escaping the area is possible by backing up to the nearest exit.
- the fire extinguisher is in working condition and personnel are trained to use it.

**Upon being notified about the fire emergency, occupants must:**

- Leave the building using the designated escape routes.
- Assemble in the designated area (Parking Lot) until the Fire Department announces that it is safe to reenter.
- Coordinate an orderly evacuation of personnel.
- Pull the intake list. Perform an accurate head count of all occupants of the building that have reported to the designated area.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate emergency closing procedures

**Shelter Monitors must:**

- Ensure that all employees have evacuated the building.
- Report any problems to the Emergency Coordinator at the assembly area.

**Assistants to Physically Challenged should:**

- Assist all physically challenged people in emergency evacuation.

### **EXTENDED POWER LOSS**

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Equipment that contain fluids that may freeze due to long-term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

*Upon Restoration of heat and power:*

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.



## **SEVERE WEATHER AND NATURAL DISASTERS**

### ***Earthquake:***

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

### ***Flood:***

If indoors:

- be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through floodwater.
- if car stalls, abandon it immediately and climb to a higher ground.

### ***Blizzard:***

If indoors:

Shelter Staff will be called in to maintain operations.

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- if there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose fitting, lightweight, warm clothing, if available.

### ***If stranded in a car or truck:***

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.

- Turn on the dome light at night when running the engine.
- Tie a colored cloth to your antenna or door.
- Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

## **Natural Gas Leak**

If the odor of natural gas is reported, the supervisor receiving the report will:

- Turn off the door alarms if the building is so equipped
- Personally visit other supervisors in the building to notify them of the need to evacuate. The building should be immediately evacuated of all persons – **NOBODY TOUCHES ANYTHING.**
- All persons shall go to the designated meeting site.
- Call 911 to report the possible leak to the local law enforcement and fire agencies
- Notify other occupants of the building and surrounding building
- No person shall go into the building until the authorities have declared the building safe.

## **Emergency Management Declared Emergencies**

Local emergency management authorities may declare emergencies which require evacuation or in-house sheltering in given areas, these emergencies may include, but are not limited to: heavy rains with flooding, fire, or spills of hazardous chemicals from transportation or facility accident. When a SOC site is notified of such an emergency, the following procedures will be used.

### **EVACUATION**

- All persons will exit the building
- Supervisors will be responsible for making sure all people in their area are evacuated and transported. (REMEMBER TO RETRIEVE THE EMERGENCY PHONE LIST)
- All participants and staff will be transported to the emergency management designated evacuation center.
- When everyone is at the evacuation center, decisions will be made regarding further action (who will go where, when, how, etc.).
- No person shall return to the evacuated area until the authorities have declared the area safe.

- Shelter –In-Place may be recommended by emergency management during a chemical spill, intruder or other situation that does not require evacuation. The definition of a Shelter-In-Place is the use of any workspace or office for the purpose of providing temporary shelter from an outside danger.
  - Activate the facility Shelter-In-Place plan by announcement
  - Require all persons outside of building to go indoors
  - Close and lock all outside doors and windows.
  - Call 911 to report the incident to the police and other authorities as needed

#### For chemicals, gas leaks, or the like

- Seal gaps under doorways and windows with wet towels or thick tape.
- Set ventilation system to 100% recirculation if possible, if not turn off system
- Seal any gaps around bathroom exhaust fans range vents dryer vents
- If explosion is possible, close drapes, curtains and shades over windows.
- Close as many interior doors as possible and go into the room most centered in the building.
- If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.
- Monitor the emergency broadcast radio station on a portable radio for further developments, or the all clear.
- Do not allow anyone to leave the building until directed to do so by authorized personnel.

#### For an intruder

- Stay away from any window or door
- Use reasonable judgment in allowing outsiders into the shelter during the height of the incident.
- Keep in contact with Police for continuous information and instructions until incident is under control.
- Do not allow anyone to leave the building until directed to do so by authorized personnel.

#### When Traveling

- Monitor the internet/radio for announcements of road closures, or traffic slowdowns due to declared emergencies.

- Follow direction as broadcasted and use an alternate route if available.

## Accidents:

### Personal Injury

All persons should know the location of first aid stations and emergency information to be used in the event of personal injury. The accident plan in the appendix of this document should be copied and posted at all sites.

- Remain calm
- Try to calm and reassure the victim and assess their injuries.
- Administer first aid. If you have any doubt whether the injury should be treated only with first aid, call 911 for an ambulance. If you call an ambulance:
  - Do not move the victim unless he is in immediate danger
  - Do not leave the victim unless no one is available to call 911
- Call your Team Leader immediately. If not available, notify any Team lead or Manager

### Automobile/Van Accident Emergencies

- **Minor (fender bender)**
  - Determine if any injuries have occurred and if so, go to the following section Major Accident Procedure (immediately following).
  - If the vehicle is operable and there are no injuries:
    - Notify the police if another vehicle is involved
    - Get the other driver's license plate number, name, address, vehicle description, insurance company name, and damage assessment.
    - Using camera located in glove box take pictures of damaged areas of all vehicles.
  - When you reach your destination
    - Notify your Team Lead
    - If not during normal working hours, notify your Team lead or a Director.
  - The SOC Center insurance claim card is located on the visor or in the glove box of all vehicles. If it is lost, get that

information from the Business Office when you report the accident.

- Complete a State Accident Report available at the local police department.
  - The original report is to go to the Business Office (to be sent immediately to the insurance carrier, complete the bottom of the form.)
  - A second original goes to the State of Washington/local police department. (This is not needed if damages are under \$250.00).
  - The business Office will make two copies of all forms (Entrust Community Services and State) one to go to the Safety Committee, the second for insurance purposes.
  - The insurance agent will receive the original and notify the state.

### **Major Accident**

If an accident involving injury to a passenger (including the driver), loss of life, or disabling the vehicle, the following are to be done immediately

- Make sure that everyone is as safe as possible and the vehicle is parked on the emergency shoulder if possible.
- Turn on the emergency Flashers (if applicable).
- Administer first aid as required.
- CALL 911 for ALL EMERGENCY SERVICES, or have a passing motorist, or other staff make the call.
  - When all people involved have received needed emergency services, staff, or emergency personnel will contact a Entrust Community Services office.
- The SOC Center insurance claim card is located on the visor or in the glove box on all vehicles. If it is lost, get that information from the Business Office (when you report the accident).
- Complete an Accident Report available at the local police department.
  - The original report is to go to the Business Office to be sent immediately to the insurance carrier, complete the bottom of the form.
  - A second original goes to the State of Washington/local police department.
  - The business Office will make two copies of all forms. One to go to the Safety Committee, the second for insurance purposes.

- The insurance agent will receive the original and notify the State.

### **Vehicle Breakdown/Problem When In route**

- Turn on emergency flashers.
- Make sure all passengers are safe and the vehicle is parked on the emergency shoulder.
- Either call, or have a passing motorist call the nearest Entrust Community Services office for assistance and report the problem.

### **Property Damage/Break -In**

Accident, vandalism, crime, or other damage to physical property belonging to Entrust Community Services is to be reported immediately to your immediate supervisor. This is to be followed by a written memo to the Director detailing what happened, when, where, who, etc., signed and dated.

- If participants were involved, an incident report is necessary for each participant involved.
- If police are to be notified, the immediate supervisor will contact the Director who will contact / make the decision and follow up with the appropriate authorities and police, insurance, etc.).
  - If you arrive at a site and find broken windows, or unlocked doors which have been tampered with, or otherwise appear suspicious, CALL 911 to alert the police.
    - DO NOT TOUCH ANYTHING

## **Other Emergencies:**

- **Suicide Prevention**-you cannot predict death by suicide, but you can identify people who are at increased risk for suicidal behavior, take precautions, and refer them for effective treatment.
  - Ask the person directly if he or she:
    1. Is having suicidal thoughts/ideas
    2. Has a plan to follow through with suicidal/self harm thoughts and ideas.
    3. Has access to lethal means
      - Are you thinking about killing yourself?
      - Have you ever tried to hurt yourself before?
      - Do you think you might try to hurt yourself today?
      - Have you thought of ways that you might hurt yourself?
      - Do you have pills/weapons in the house?

- This won't increase the person's suicidal thoughts. It will give you information that indicates how strongly the person has thought about killing him, or herself.
- **IS PATH WARM?**
  - Ideation – Threatened, or communicated
  - Substance abuse – Excessive or increased
  - Purposeless – No reasons for living
  - Anxiety – Agitation/Insomnia
  - Trapped – Feeling there is no way out
  - Hopelessness – lack of optimism for the future
  - Withdrawing – from family, friends, society
  - Anger- (uncontrolled) – Rage, seeking revenge
  - Recklessness – Risky acts, unthinking
  - Mood changes (dramatic)
- Take seriously all suicide threats and all suicide attempts. A past history of suicide attempts is one of the strongest risk factors for death by suicide.
- There is no evidence that “no suicide contract” prevent suicide and in fact may give counselors a false sense of reassurance.
- Listen and look for red flags for suicidal behavior, indicated by the mnemonic.

***SEEK HELP AS SOON AS POSSIBLE BY CONTACTING A MENTAL HEALTH PROFESSIONAL OR BY CALLING THE NATIONAL SUICIDE PREVENTION LIFELINE AT 1-800-273-TALK IF YOU OR SOMEONE YOU KNOW EXHIBITS ANY OF THE FOLLOWING SIGNS:***

- **Suicide Warning Signs**
  - Threatening to hurt or kill oneself
  - Or talking about wanting to hurt or kill oneself
  - Looking for ways to kill oneself by seeking access to
    - Firearms
    - Available pills
    - Or other means
  - Talking or writing about death, dying, or suicide
  - Talking about feeling hopeless
  - Talking about feeling rage, or uncontrolled anger, or seeking revenge
  - Acting reckless, or engaging in risky activities – seemingly without thinking
  - Talk about feeling trapped – like there's no way out
  - An increase of drug or alcohol use
  - Withdrawing from family, friends and society at large
  - Talk about feeling anxious, agitated, or unable to sleep, or sleeping all the time
  - Experiencing dramatic mood changes
  - Talk of seeing no reason for living, or having no sense of purpose in life

- **Missing or Wandering Persons:**

If a participant who has limited community access as determined by an Individual Plan leaves an Entrust Community Services Site without notifying staff, or if any participant does not report to a SOC Center site for a set appointment, and it is determined the person is missing or may be a danger to self or others, the following steps will be taken.

- Staff should look in the most likely places that the participant might be. This search should use the most efficient means available and may be done by phone. In conducting the search for the missing or wandering person, other participants should not be left unsupervised.
- If the participant is not found in the most likely places call CODE 99 to the desired location, to ensure coverage of the other participants, or to help in the search.
- If after 30 minutes of searching, if the missing participant has not been located, the supervisor should phone the police and calmly give the following information about the missing person:
  - Name
  - Sex
  - Race
  - Age
  - Height
  - Hair Color
  - Distinguishing habits, marks, disability
  - Color and type of clothing worn when last seen
  - Last known location
  - Time person was last seen
  - Your name, title and address
  - The availability of a picture (if one exists)
- The supervisor will inform the Director of the actions taken. A team made up of the Director and two (2) other management level staff will decide how and when parents, guardians, or other interested parties will be notified. This notification will be done within six (6) hours of the disappearance.
- A written "incident report" and / or detailed narrative will be sent to the immediate supervisor, or next higher SOC Center authority within 24 hours. Procedures for reporting an incident that may involve abuse, exploitation or neglect as set forth in the Human Rights Policies should be implemented.
- When the consumer is found or returned an assessment will be done to determine the need for medical attention. Medical Policies and Procedures and Sexual Molestation procedures have further information on steps which may need to be taken.

- Those persons previously made aware of the incident will be notified immediately.

- **Sexual Molestation of a client or worker**

If a participant reports being sexually molested or raped, this is to be treated as a medical problem and not questioned as to validity. A physician is capable of this determination and the following steps are to be sequentially followed:

- DO NOT under any circumstances allow the participant to bathe
- Try to calm and reassure the participant. Remain calm at all times to avoid upsetting the participant further or other participants
- Call the police and report the incident. Notify the Quality Assurance Manager and immediate supervisor
- A staff member of the same sex as the participant must accompany the participant to complete reports. Relief coverage will be arranged by the supervisor notified
- Have the participant taken immediately to the emergency room of the hospital by a staff member. Take the emergency information fact sheet to the physician. Testing must be done within 24 hours by a physician (12 hours is preferred).
- The staff may have to help calm the participant and get a detailed description of what happened from the participant
- Assist the police in any way and advocate for the participant (male or female) necessary with the police, doctor, and hospital staff to get all steps completed
- ONLY if the Director, cannot be reached, contact Department of Family Services immediately to report the incident.
- Complete an Accident, Incident, Injury Report and route accordingly
- Complete an incident report and/ or detailed narrative of the incident and route to your immediate supervisor within 24 hours.

## SEIZURE

### What is Epilepsy?

Epilepsy is a common neurological condition. It is sometimes called a seizure disorder. It takes the form of brief, temporary changes in the normal functioning of the brain's electrical system.

These brief malfunctions mean that more than the usual amount of electrical energy passes between cells. This sudden overload may stay in just one small area of the brain, or it may swamp the whole system.

Of course, you can't see what is happening inside a person's brain, but you can see the unusual bodily movements, the effects on consciousness, and the changed behavior that the malfunctioning cells are producing. These changes are what we call epileptic seizures.

Recognition of epilepsy and knowledge of first aid is important because it is very easy to mistake epilepsy for some other condition.

### **Types of Seizures:**

Epileptic seizures may be convulsive or non-convulsive in nature, depending on where in the brain the malfunction takes place and on how much of the total brain area is involved.

Convulsive seizures are the type most people generally think of when they hear the word "epilepsy." There are three main types of epileptic seizures.

### **Generalized Convulsive**

Sometimes called "tonic-clonic" or "grand mal". Nerve cells discharge through the brain and these seizures may occur at any age. These may last one to several minutes and occur as often as once a day or as seldom as once every few years. They are not dangerous unless they are a series of seizures or last more than 5 minutes. A physician should be contracted in these cases.

**SYMPTOMS:**                      Loss of consciousness  
   Stiffening and shaking of the entire body  
   Violent jerking of limbs  
   Rigidity, irregular breathing

#### **COMMON STAGES:**

1. **Aura-** A warning of the start of seizure activity is felt by some individuals. The person may feel fear or experience unusual sensations such as bad odor, disturbed vision, numbness or tingling in a specific part of the body.

2. Tonic Phase- The person loses consciousness, falls down and becomes rigid. Breathing becomes irregular (in some cases it may even stop briefly).
3. Clonic Phase – Jerking movement of the muscles, clenching of teeth and general convulsion occur from one to several minutes. (Some people experience only one type of spasm either tonic or clonic).
4. Recovery/Post Ictal Stage – Muscle movements end and the person regains consciousness. He may seem confused for a few minutes and may experience fatigue, headache or difficulty in speaking. Rest or sleep may be needed.

### **Generalized Non – Convulsive**

Sometimes called “petit mal”. Nerve cells discharge throughout the brain. These are most common in children from 6 to 14 years of age, but may occur in others. The attacks last only a few seconds and may occur dozens or even hundreds of times a day. These may be harder to recognize as they may be mistaken for daydreaming or inattentiveness.

SYMPTOMS:            Blank Spells  
                               Losing awareness  
                               Slight twitching  
                               Staring, blinking

PARTIAL:

Nerve cells discharge only in part of the brain. These may occur at any age. These may last up to 20 minutes. These are occasionally mistaken for alcohol/drug abuse.

SYMPTOMS:            May be limited to uncontrolled body movements  
                               May involve mental confusion accompanied by  
                               aimless movement (pacing, hand rubbing) and  
                               irritability.

Epileptic symptoms vary. Seizures may be frequent, or rare, and may last a second or several minutes. The same person can have more than one type of symptom, or seizure and the pattern, or symptoms may change with time. To know the person is the best way of noting any changes.

**What to do when someone with epilepsy has a convulsive seizure:**

1. Stay Calm – Don't try to restrain or revive the person.
2. Remove Hazards – These include hard, hot, or sharp objects that can cause injury if the person falls or knocks against them
3. Protect the person's head from abrasions with a soft towel, cloth, your hand, etc. Do not restrain the head; only cushion it from rubbing on the floors, rugs, etc.
4. Don't move the person – unless the area is clearly dangerous, such as a busy street. Loosen tight clothing and remove glasses. Also see First Aid for convulsive seizures in special circumstances on the following page.
5. When hard convulsions end, protect airways by gently turning the person on his side so any fluid in the mouth can drain safely. NEVER try to force the mouth open.
6. Don't call a doctor or ambulance. Let the seizure run its course, unless the person seems to have one attack after another, without regaining consciousness or the seizure lasts longer than 5 minutes. For staff it is essential to know the persons served.
7. When the seizure ends, let the person rest or sleep if he wishes. Be calm and reassuring to the person and onlookers (ask onlookers to step back) as the person may feel embarrassed or disoriented after an attack.

### **First Aid for Convulsive Seizures in Special Circumstances:**

#### **A. Seizure in a car or bus:**

Ease the person across a double or triple seat if at all possible. Turn him on his side, and follow the steps on "what to do when" Epilepsy: Recognition and First Aid. If he wishes to do so, there is no reason why a person who has fully recovered from a seizure cannot stay in the vehicle until he arrives at his destination.

#### **B. A Seizure in water:**

If a seizure occurs in water, the person should be supported in the water with the head tilted so his face and head stay above the surface, and he should be removed from the water as quickly as possible with the head in this position. Once on dry land, he should be examined, and if he is not breathing rescue breathing should be begun at once. Anyone who has a seizure in water should be taken to an emergency room for a careful medical checkup, even if he appears to be fully recovered afterwards. Delayed shock from ingestion of water is a possible hazard in such cases. While bathing, if the head is not submerged in water, follow the normal procedure for Epilepsy.

#### **C. A seizure in an airplane:**

Ring for a flight attendance for help. If the plane is not full, and if the seat arms can be folded up, passengers to the left and/or right of the affected person may be reassigned to other seats, so that the person having the seizure can be helped to lie across two or more seats with head and body turned on one side.

Once consciousness has fully returned, the person can be helped into a resting position in a single reclining seat. If there are no empty seats, the seat in which the person is sitting can be reclined, and, once the rigidity phase has passed, he can be turned gently while in the seat so that he is leaning towards one side.

Pillows or blankets can be arranged so that the head doesn't hit unpadded areas of the plane. However, care should be taken that the angle at which the person is sitting is such that the airway stays clear and breathing is unobstructed.

### **Is an Emergency Room Visit Needed?**

*YES-* if the person is not known to have a seizure disorder, i.e. first time

*However-* an uncomplicated convulsive seizure due to epilepsy is not a medical emergency, even though it looks like one. It stops naturally after a few minutes without ill effects. The average patient is able to continue about his business after a rest period, and may need only limited assistance or no assistance at all, in getting home.

**However- there are several medical conditions other than epilepsy that can cause seizures. These require immediate medical attention and include:**

Encephalitis	Poisoning
Meningitis	Hypoglycemia
Heat Exhaustion	High Fever
Pregnancy	Head Injury
Diabetes	

The following are some suggestions to help people with epilepsy avoid unnecessary and expensive trips to the emergency room and to help you decide whether or not to call an ambulance when someone has a convulsive seizure:

### **No Need to Call an Ambulance**

1. If the person is known to have epilepsy.

2. If the seizure ends in under (5) minutes.
3. If consciousness returns without further incident.
4. If there are not signs of injury, physical distress, or pregnancy.

### **An Ambulance Should Be Called**

1. If the person is submerged in water.
2. If there's no medical I.D., or no way of knowing whether the seizure is caused by epilepsy.
3. If the seizure continues for (5) minutes or more.
4. Any seizure of unknown origin.

If an ambulance arrives after consciousness has returned, the patient, medical team, and staff will discuss and determine whether emergency room care is needed. The patient's doctor will be called if necessary.

# Exposure Control Plan

## UNIVERSAL PRECAUTIONS

SOC Center staff and persons served may come in contact from time to time with blood or other body fluids in the course of their employment or participation in programs. Where it is difficult to differentiate between body fluid types, all such body fluids shall be considered potentially infectious materials, and it is recommended that the following Universal Precautions be followed for all person served and volunteers.

### **Procedure:**

1. Maintaining a state of personal cleanliness is helpful to all people. This includes bathing regularly, washing hands after the use of bathroom facilities or contact with one's own body fluids such as semen, blood, mucus, feces, or urine and washing hands before preparing food.

### **Hand Washing Techniques:**

- Wet hands-leave water running
- Soap hands
- Apply friction/rub vigorously front and back of hands, including between fingers, finger tips and nails (for at east 20 seconds)-LEAVE WATER RUNNING

- Dry hands with paper towel- put into garbage can
  - Turn off faucet with NEW paper towel- put into garbage can
  - Open door with NEW paper Towel – dispose of properly
2. To minimize contact with blood, everyone is encouraged as much as possible to apply pressure to his own wounds and nosebleeds and to clean and cover his own wounds. When assistance is needed, proper precautions include the following.

**Always Wear Disposable Gloves** –when encountering any situation involving blood or body fluids. This includes:

- Assisting another person with the control/clean-up of a bleeding wound.
- Clean-up from incontinent urine or feces.
- Any other contact with blood or body fluids

Since accidents involving the discharge of blood or any other body fluids may happen at any time and require immediate attention, staff are strongly urged to carry a pair of disposable rubber gloves with them at all times when on duty.

3. Wear disposable rubber gloves when handling soiled clothing. Place soiled clothing in a sealed plastic bag until it is ready to be washed. Thoroughly wash and disinfect all soiled clothing.
4. Rubber gloves should also be worn in the following situations:
- When performing ANY ORAL CARE on others
  - When handling or washing DIRTY DISHES
  - WHEN CLEANING bathroom fixtures
  - When handling ANYTHING which may have come into contact with blood or body fluids
5. After gloves are worn, they should be pulled off the hand so they are inside out and then discarded in garbage can. This will keep any contamination that is on the gloves from touching the skin. **WASH HANDS BEFORE PUTTING ON THE GLOVES (whenever possible) and after taking them off.**

**\*\*\*\*\*DO NOT REUSE DISPOSABLE RUBBER GLOVES\*\*\*\*\***

6. **DISCARD DISPOSABLE GLOVES AND CLEANUP MATERIALS** in a covered plastic lined receptacle. Seal and deposit the bag in a covered trash can. Approved biohazard plastic bag should be used in the disposal of body fluid materials.

**When cleaning up blood or body fluids, USE A MESS KIT, OR A DISINFECTANT** to clean surfaces, reusable instruments, (cuticle scissors, tweezers, fingernail clippers, etc.) and equipment (brooms, mops, dust pans etc.) which have come in contact with these fluids. For the disinfectant, use a freshly prepared mixture of 1 part bleach to 10 parts water, or designated prepackaged disinfectants.

**STAFF WILL BE INSTRUCTED IN AND WILL BE RESPONSIBLE FOR KNOWING THE LOCATION OF AND THE PROPER USE OF THESE PRODUCTS.**

7. If parts of the body not protected by gloves make contact with blood or body fluids. **WASH EXPOSED SKIN THOROUGHLY** with antibacterial soap and water as soon as possible after contact.
8. In addition to the above protective procedures. **ALWAYS WASH HANDS** before eating and after toileting. Always perform your duties as if bacteria and virus are present

9. Kitchen and bathroom facilities may be shared. Normal sanitary practices used in any household should be used in Entrust Community Services' facilities this will help prevent the growth of fungi and bacteria that may potentially cause illness. These include:
  - Clean kitchen counters with a disinfecting solution to remove food particles. Sponges should NOT be used. Items used to wash dishes or clean food preparation areas should not be used in any other area.
  - Clean inside of refrigerator with soap and water to control molds
  - Sponges used to clean the floor or any body fluid spills WILL NOT BE USED TO WASH DISHES OR CLEAN FOOD PREPARATION AREA. Mop water should NOT be poured down the sink where food preparation occurs. Sponges and mops should be soaked in a bucket of disinfectant.
10. Dishes may be shared with others provided they are washed in hot soapy water with a disinfectant or in a dishwasher.
11. If organically grown food is used (composted with human or animal feces, i.e. mushrooms) food should be cooked or be fruits/vegetables that can be peeled.
12. Towels and wash cloths should not be shared without laundering. Toothbrushes, razors, enema equipment or sexual devices should not be shared.
13. In households, flush body wastes down the toilet. In the event of large amounts of sputum, wound drainage, etc. on Kleenex or dressings; collect them in a covered, plastic lined trash can in the house and dispose of them daily.
14. Pets- gloves should be worn when cleaning bird cages and cat litter boxes to prevent Psittacosis and Toxoplasmosis contamination respectively
15. Keep living quarters well ventilated. Airborne diseases are less likely to be a problem when diluted by lots of air.
16. Persons who are coughing should cover their mouths with tissues or handkerchiefs. Tissues are preferable as they are disposable. Encourage people with colds, etc. to wash their hands often especially after blowing their nose.
17. For further information on AIDS, HIV, counseling, testing prevention, etc. phone numbers are listed in Appendix E of this manual.
  - Following universal precautions (used gloves, etc.) the bio-hazard trash bags are to be removed from the can and tied.
  - These will then be put into a large bio-hazard (red) bag (as many as can be put into the large bag without endangering the integrity of the large bag) and tied shut.
  - The large tied bio-hazard bags are to be taken to the local hospital and placed inside the fenced waste area. If the fence is not open, someone from the hospital maintenance or housekeeping should be contacted to open the gate.
  - The hospital will then dispose of the waste in their incinerator as per regulations set forth by law.

## **Vaccination and Medical Follow-Up**

1. Employees who have exposure to blood or other potentially infectious material can make arrangements to obtain the series of Hepatitis B vaccinations. There will be no cost to the employee for those vaccinations. If you do not take the vaccinations series at the time it is offered, you must complete a form letter of declination. These are available in the Business Services Office.
2. If there has been an exposure incident, the employee is entitled to a confidential medical evaluation and follow-up at no cost to the employee. However, the employee must report such

an incident to their supervisor within 24 hours on a Entrust Community Services accident Report form.

3. When an exposure occurs, all efforts will be made to obtain a blood sample from the source individual. The source individual is not obligated to consent.
4. When an incident occurs, an immediate baseline test for antibody must be performed with a six-month subsequent follow-up. The employee may refuse any or all testing. The initial test will indicate the employee's HBV immunity and HIV status.
  - If HBV immunity is not adequate, an HBIG immunization, if medically indicated, will be offered and the vaccine series offered at no cost to the employee
  - If an employee declines HIV testing after initial blood draw, the sample will be kept for 90 days in case the employee changes his mind.
  - If an employee refuses blood draws, the refusal shall be documented and signed by the employee.
5. Findings and diagnosis of any exposure incident will be kept confidential. The employer is not authorized to be informed of the results of the exposed employee testing.

**EMPLOYEES ARE URGED TO READ THE "WORK EXPOSURE TO BODILY FLUIDS' NOTICE TO EMPLOYEES.**

## **Communication of Hazards to employees**

The training program will encompass the following area:

1. Location of the document called "Bloodborne Pathogen Standard" and an explanation of its content.
2. A general explanation of the modes of transmission of bloodborne pathogens.
3. An explanation of the SOC Services exposure control plan and its inclusion in the SOC Center Emergency Policies and Procedures
4. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials.
5. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
6. Information on the types, proper use, locations, removal, handling, decontaminations and disposal of personal protective equipment.
7. An explanation of the basis for selection of personal protective equipment
8. Information on the Hepatitis's B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.
9. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
10. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
11. Information on the post-exposure evaluation and follow-up that Entrust Community Services is required to provide for the employee following an exposure incident.
12. an explanation of the signs and levels and/or color coding required by OSHA
13. an opportunity for interactive questions and answers with the person conducting the training session

## Record Keeping

1. An accurate record for any exposure incident will be maintained. The records will be kept for the duration of employment plus 30 years.
2. Training records will be maintained which include the dates of training sessions, summary of content, names and qualifications of persons conducting the training, and names and titles of attendees. These records will be kept for three years.
3. In the event of an exposure incident, SOC Center will follow OSHA Standard Requirements.

## Clean Up Procedure For Body Fluid Spills (Mess Kit) Reduce the Risk of Infections

### Be safe – Assume ALL body Fluid are Contaminated

A successful program to reduce the risk of infection from body spill will-

1. Contain the spill (make clean up easy and safe).
  - Sprinkle CholaSorb on spill Absorbs the spill and provides 10,000 ppm available chlorine
2. Clean up the spill
  - Use personal barrier protection (Rubber gloves)
  - Use the Mess Kit spatula or brush and dust pan (contained in Mess Kit) to put CholaSorb soil into a plastic bag
  - Dispose of clean up items or set aside for germicidal cleaning
  - Do NOT vacuum body fluids
3. Decontaminate the area
  - Wipe area with a hospital grade disinfectant
  - Wipe area with absorbent towel
  - Place soiled towel in plastic bag
4. Dispose of waste
  - Put all remaining disposable items in the plastic bag

- Follow local regulations for disposal of contaminated waste when at Entrust Community Services premises.

## 5. Disinfect your hands.

- Use Antiseptic Hand rinse  
(This procedure follows the intent of the Center for Disease Control Guidelines)

### Engineering and Work Practice Controls

1. Universal precautions shall be observed to prevent contact with blood or potentially infectious materials. Where it is difficult to differentiate between body fluid types, all such body fluids shall be considered potentially infectious material.
2. The following engineering or work proactive controls have been established to eliminate or minimize exposure.
  - Hand washing facilities or antiseptic soap is provided for immediate use after contamination.
  - Employees shall wash hands immediately after removing gloves
  - Contaminated needles or other sharps shall not be bent or broken. Recapping of needles should only occur when there is no alternative (such as nuclear materials) and then only with a “one-handed technique” or mechanical device made for this purpose. (Example: hand shield)
  - Contaminated disposable sharps shall be placed in puncture resistant sharps containers.
  - Eating, drinking, smoking or applying cosmetics or lip balm or handling contact lenses is prohibited in work areas of reasonably anticipated exposure.
  - Food or drink shall not be kept in the refrigerator, freezers, on shelves, cabinets or on counter tops or bench tops where blood or other potentially infectious material can be present.
  - All procedures involving blood or other potentially infectious material shall be performed in such a manner as to minimize splashing, spattering, spraying or generation of droplets of these substances.
  - Any equipment shall be examined before it leaves the premises to make sure it is not contaminated (for example, an appliance being sent out for repair). Any equipment which may have been contaminated, and which cannot be completely decontaminated in the facility prior to repair, servicing, or removal, must have a “biohazard” label affixed to the equipment.
3. These engineering or work practice controls will be reviewed annually and updated as new information becomes available and/or when new employee positions with potential exposure are created.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. SOC Center shall supply, at no cost to the employee, PPE appropriate to the reasonably anticipated exposure of procedures conducted in this organization.
2. SOC Center shall ensure that all PPE is used by the employee in those areas where exposure to bloodborne pathogens is likely to occur (NOTE: If in the employees professional judgment forgoes the use of the PPE as it would have prevented the delivery of health care of public safety services or increased the hazard to the worker or co-worker, the circumstances will be reviewed by the safety committee to decide how to prevent such occurrences in the future).
3. It is the SOC Center responsibility to ensure that the appropriate PPE is available in the proper sizes. Staff must let their supervisor know what sizes are required.
4. SOC Center will provide for cleaning, laundering or disposal of contaminated PPE, there is no cost to the employee for this service.
5. If your PPE becomes damaged (torn, broken, leaks occur, etc.), Entrust Community Services will replace or repair the PPE to its original effectiveness.
6. If your PPE becomes saturated or penetrated by potentially infectious materials, the PPE shall be removed immediately, or as soon as feasible.
7. All PPE shall be removed prior to leaving SOC Center facilities. Such PPE shall be placed in the appropriate area or storage container for laundering, storage, decontamination or disposal.
8. Gloves
  - Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood or other potentially infectious materials, mucous membranes or non-intact skin.
  - Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as feasible when contaminated, torn, or punctured, or when their ability to function as a barrier is compromised
  - The single use gloves shall NOT be washed
  - Utility gloves shall not be used for handling contaminated waste, clean-up procedures, etc. these gloves shall be washed, disinfected and allowed to dry before reuse. They shall be replaced as soon as their integrity is compromised.
9. Masks, Eye Protection and Face Shields
  - Whenever splashes, spray, spatter or droplets of blood or other infectious materials are expected to be generated, the appropriate masks, eye protection or face shield shall be used.
10. Gowns, Aprons, and Other Protective Body Clothing
  - Appropriate protective clothing will be used depending on the task and degree of exposure anticipated.

## Housekeeping

1. Routinely wipe down all surface areas in the break area and Lunch Room with disinfectant followed by clean water rinse. If any area becomes contaminated during a procedure, wipe down all contaminated surfaces with disinfectant followed by clean water rinse.
2. All equipment and work surfaces that have become contaminated with blood or infectious material shall be cleaned and disinfected as soon as feasible but no later than end of shift
3. All pails, cans, bins or similar receptacles intended for reuse shall be decontaminated on a regular basis but no less than monthly.
4. Broken glass shall not be picked up by hand, but shall be swept up with a broom, or picked up with tongs.
5. Reusable sharps shall not be stored, or processed in such a manner that requires the employee to reach by hand into the container where these sharps have been placed.
6. Bags to be used for contaminated waste are red, designating biohazard, and/or labeled with a placard, sign or tag which shall be affixed to the bag.
7. Contaminated sharps shall be placed in puncture resistant sharps containers. Sharps containers are to be located as close as feasible to the immediate area where they are used.
8. All other regulated waste shall be placed in impermeable leak- proof containers which are closable.
9. Hazardous warning shall be affixed to all regulated waste prior to removal from the work area.
10. All regulated waste shall be disposed of in accordance with applicable county, state and federal regulations.
  - Following universal precautions.