



Confidentiality

- No individual may disclose to a third party, including his/her own family, information learned from client records, files, medical charts, client accounts, management information systems or any other data sources during the course of his/her work.
- Volunteers may not access, release or discuss or in any manner disclose the confidential information of clients without proper consent, unless the volunteer must do so to carry out specific assigned job functions.

SCJH CONFIDENTIALITY STATEMENT

As an employee/volunteer of the Senior Center of Jackson Hole, I fully understand that confidentiality is extremely important. I will in all cases and situations keep confidentiality first and foremost. I understand should I break this agreement, termination of my employment/volunteer status may result.

Employee/Volunteer Signature

Date

Printed Name



**Senior Center of Jackson Hole
Non-discrimination and Sexual Harassment Policy**

This policy prohibits all forms of illegal discrimination and sexual harassment within the Senior Center of Jackson Hole.

1. All programs, policies, procedures and activities conducted by and through the Senior Center of Jackson Hole and its employees and volunteers shall be conducted without regard to race, color, national origin, sex, religion, and marital status, and political affiliation, mental or physical disability except where such status is a bonafide occupational qualification.
2. The Senior Center of Jackson Hole will review and monitor personnel / volunteer activities to ensure equitable treatment of all who are employed by or participants at the Senior Center of Jackson Hole.
3. Any employee / volunteer or participant of the Senior Center of Jackson Hole who is a target of discrimination or sexual harassment is to notify the Senior Center of Jackson Hole.
4. Any employee or volunteer found to have discriminated, harassed, intimidated, retaliated or interfered in any way with the creation and maintenance of an equitable environment at the Senior Center of Jackson Hole will be dealt with in accordance with the Center's personnel rules.
5. Any Senior Center of Jackson Hole employee, volunteer or participant who believes that he/she has been subjected to any of the above may file a complaint with the Senior Center of Jackson Hole.

I have read and agree to follow the above stated policy.

Employee/Volunteer Signature

Date

Printed Name



STATE OF WYOMING
Teton County Environmental Health
P.O. Box 937, 460 E. Pearl
Jackson, Wyoming 83001
Ph. (307)732-8490 Fax. No. (307)732-8491

HANDWASHING POLICY

Food employees shall clean their hands and the exposed portions of their arms immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles:

1. After touching bare human body parts other than clean hands and clean, exposed portions of arms;
2. After using the toilet room;
3. After caring for or handling service animals or aquatic animals;
4. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking;
5. After handling soiled equipment or utensils;
6. During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks;
7. When switching between working with raw food and working with ready-to-eat food; and
8. After engaging in other activities that contaminate the hands.

HANDWASHING PROCEDURE

Food employees shall clean their hands and the exposed portions of their arms with a cleaning compound in a lavatory, by vigorously rubbing together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinsing with clean water. Employees shall pay particular attention to the areas underneath the fingernails and between the fingers.

Employees may not clean their hands in a sink used for food preparation, or in a service sink or a curbed cleaning facility used for the disposal of mop water and similar liquid waste.

Food employees shall keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough.

Unless wearing intact gloves in good repair, a food employee may not wear fingernail polish or artificial fingernails when working with exposed food.



Senior Center of Jackson Hole Fall/Injury Procedure

In case of a fall or other injury to a client of SCJH, the following procedure is to be utilized:

1. Fall or injury on the premises of SCJH:
 - Notify staff member
 - Complete Incident Report form (available at front desk)

2. Fall or injury at client's home:
 - Call 911 to report the incident
 - Notify Hannah, Volunteer Coordinator and MOW coordinator
 - If the person refuses service, fill Refusal of treatment form available at Senior Center.
 - Fill out Incident Report Form at Senior Center

I acknowledge that I have read and understand the fall/injury procedure.

Volunteer Signature

Date

Printed Name