

# Model

## **Model Tribal Head Start Health and Safety Code**

**(Revised February 2001)**

## TABLE OF CONTENTS

<b>Preamble</b> .....	<b>1</b>
<b>CHAPTER 1 - Definitions</b> .....	<b>4</b>
Section 1-101 Definitions.....	4
<b>CHAPTER 2 - Imminent Health Hazards</b> .....	<b>11</b>
Section 2-101 Declaration of Imminent Health Hazard.....	11
<b>CHAPTER 3 - PROGRAM MANAGEMENT</b> .....	<b>13</b>
Section 3-101 Grantee Roles and Responsibilities.....	13
<i>Environmental Health Advisor Roles and Responsibilities</i> .....	14
Section 3-102 Environmental Health and Safety Surveys.....	16
Section 3-103 New Construction and Major Remodeling.....	17
Section 3-104 Staffing Ratios.....	18
Section 3-105 Health Promotion and Protection.....	20
Section 3-106 Health Care and Monitoring.....	20
Section 3-107 Medication Handling, Storage and Administration.....	21
Section 3-108 Exclusion.....	21
<b>CHAPTER 4 - TECHNICAL</b> .....	<b>24</b>
Section 4-101 Emergency Medical Care.....	24
Section 4-102 Infectious Disease Control.....	25
Section 4-103 Diaper Changing and Infant Care.....	28
Section 4-104 Sanitary Water Supply.....	29
Section 4-105 Liquid and Solid Waste Disposal.....	30
Section 4-106 Other Utilities Services.....	30
Section 4-107 Functional Design and Structure.....	32
Section 4-108 Accessibility to Persons with Disabilities.....	33
Section 4-109 Heating, Ventilation and Air Conditioning.....	33
Section 4-110 Lighting and Electrical.....	35
Section 4-111 Plumbing.....	35
Section 4-112 Preventive Maintenance.....	37
Section 4-113 Sanitation and Disinfection.....	37
Section 4-114 Vector Control.....	38
Section 4-115 Injury Prevention and Safety.....	39
Section 4-116 Fire Prevention and Emergency Response.....	39
Section 4-117 Dangerous Chemicals and Materials.....	42
Section 4-118 Choking Hazards.....	44
Section 4-119 Transportation.....	45
Section 4-120 Outdoor Environment.....	48
Section 4-121 Environmental Hazards.....	49
Section 4-122 Food Protection.....	50
<b>CHAPTER 5 - RESOURCES AND REFERENCES</b> .....	<b>52</b>
Section 5-101 National Codes.....	52
Section 5-102 Resources and References.....	54
<b>Appendix A - Recommended Health and Safety Polices and Procedures</b> .....	<b>57</b>

## PREAMBLE

Providing a healthy and safe environment for program participants, visitors and staff is a fundamental part of every Head Start and Early Head Start program. The Head Start Bureau and the Indian Health Service are committed to supporting Tribal governments as they work to insure the well being of their Tribal members, especially Head Start Program participants and their families.

This document, the **Model Tribal Head Start Health and Safety Code**, is intended for use as a tool by Tribal grantees as they work toward and maintain our shared goal of high quality early childhood environments. This Model Code was developed jointly by the Indian Health Service, the Head Start Bureau, and representatives from local Tribal Head Start Programs.

Over the last several years, many challenges have been identified that have hindered some Tribal Head Start Programs, Indian Health Officials, and Head Start Bureau staff in reaching the environmental health goals for Tribal Head Start Programs. The development of this Model Code and the training and technical assistance effort associated with this project will begin to address these challenges. The goals of this project are to:

- Improve coordination and consistency among local, Tribal, State, and Indian Health inspections, surveys and Federal review findings.
- Enhance communication among local programs, Federal and State offices, and training and technical assistance providers on the environmental health needs of Tribal Head Start Programs.
- Develop consistency in the understanding of which codes should be applied in Tribal Head Start Programs.

Federally recognized Tribes maintain a government to government relationship with the United States. The foundation for this relationship is respect for Tribal sovereignty. This Model Code is being developed in an effort to maintain this respect for Tribal laws, regulations, and systems while also supporting Tribal Head Start Programs in determining how to comply with the Head Start Performance Standards, the Head Start Act, and other Federal regulations regarding environmental health and safety.

When Tribal governments choose to apply for and receive Federal dollars, they are agreeing to abide by the terms of the grant. The Head Start Performance Standards are the operating requirements for all funded Head Start grants. These standards provide Head Start grantees with the required health and safety operating practices for the program. Several of these Standards reference local, State, and Tribal codes that must be followed in order to be fully in compliance with the Head Start Performance Standards. This creates a unique situation for some Tribes that do not have their own environmental health codes or choose not to follow State licensing requirements for early childhood program facilities.

For example, in regional Head Start Programs, grantees are required by the Head Start Performance Standards to follow local and State guidelines, recommendations, and licensing requirements (HSPS-1304.53(a)(6)). These State and local licensing requirements are based on State or local health and safety codes that include fire codes, building codes, electrical codes, plumbing codes, transportation codes, food sanitation codes, sanitary facilities codes, hazardous waste codes and others. Together the Head Start Performance Standards with these State and local codes ensure a healthy and safe environment in Head Start facilities. When a Tribal government does not have these types of local codes in place for their Head Start Program to follow in partnership with the Head Start Performance Standards, the health and safety of the program participants and staff may be at risk.

The Model Tribal Head Start Health and Safety Code includes the health and safety requirements found in the Head Start Performance Standards as well as requirements of other applicable Federal laws, regulations, and requirements established by nationally recognized health and safety codes and standards of best practice. While it is acknowledged that local conditions often dictate special consideration, this Model Tribal Head Start Health and Safety Code establishes basic health and safety requirements for Tribal Head Start Programs.

There are several ways Tribal governments may want to use the Model Code to fulfill the intent of the Head Start Performance Standards and ensure the health and safety of the participants attending Head Start programs.

- Tribes can choose to develop their own health and safety laws and regulations governing Head Start programs in addition to the Head Start Performance Standards,
- Tribes can choose to follow State or local health and safety laws and regulations,
- Tribes can choose to follow Federal health and safety codes and nationally recognized health and safety standards presented in the Model Code.

If Tribes decide to adopt their own health and safety regulations, then the Model Code can be used as the framework for these Tribal regulations. Tribes can add additional requirements or practices that they feel meet the health and safety needs of their children, parents and other participants. This Model Code was formatted so that a Tribe can easily make changes and additions for adoption as a Tribal code or standard.

The Model Tribal Head Start Health and Safety Code provides the basic requirements for evaluating the environmental health and safety of Tribal Head Start programs. In the absence of Tribal codes or applicable State codes, Indian Health Service, Office of Environmental Health Sanitarians will use this Model Code as the basis for their survey of American Indian and Alaska Native Head Start Programs. Tribal Environmental Health Advisors and Sanitarians are also encouraged to use this Model Code when evaluating the

health and safety conditions at Head Start Programs.

The Model Tribal Head Start Health and Safety Code will increase consistency between the findings of Environmental Health Advisors and Federal review teams. Use of the Model Code will facilitate data collection and the development of aggregate reports that can be used by grantees, the Head Start Bureau, American Indian Programs Branch, Tribal Sanitarians, the Indian Health Service (IHS) and training and technical assistance providers to identify needs and improve services to the grantees.

Following each item in the Model Tribal Head Start Health and Safety Code are reference numbers to various sections of the Head Start Performance Standard and to Federal regulations or national codes. (Example: HSPS 1304.22 (b)1)) These reference numbers are provided to assist those reviewing this Model Code with understanding how the items relate to the Head Start Performance Standards and to other regulations. Based on requests from grantees, Environmental Health Advisors and others, these reference numbers will appear in the final Model Code.

The following code was developed for these reference numbers to indicate if they are citing an authorizing source, a policy clarification or best practice.

- A = Authorizing Source: An "A" before the reference number indicates that the reference is to an authorizing source, such as the Head Start Performance Standards and indicates that this is a quote from the authorizing source and compliance is required. For example (A-HSPS-1304.22(b)(1))
- PC = Policy Clarification: A "PC" before the reference number indicates that the reference is a policy clarification and although not specifically stated in the reference source, the item clarifies the intent of the reference citation. For example (PC-HSPS-1304.53(a)(6))
- BP = Best Practice Policy Clarification: A "BP" before the reference number indicates that the item establishes best practice with regard to the reference cited. For example (BP-HSPS-1304.53(a)(10))

Some of the text in the Model Code is presented in **bold italics**. This information is provided for clarification and understanding.

The Model Code is developed to include those health and safety issues that are normally reviewed by State or local authorities in such areas as fire safety, building safety, functional design, playground safety, infection control, food sanitation and others.

## CHAPTER 1 - DEFINITIONS

Section 1-101      Definitions

# Model

The following definitions apply throughout this Model Head Start Health and Safety Code:

1. "Accessible" means capable of being entered, reached or utilized by individuals with physical disabilities, without the aid of an adult or other staff member.
2. "Accessible to children" means capable of being entered, reached or utilized by children under six years of age, without assistance from an adult.
3. "Act" means the Head Start Act, 42 USC Sections 9801, et seq.
4. "ACYF" is the acronym used for the Administration on Children, Youth and Families, United States Department of Health and Human Services and includes regional personnel.
5. "Adult" means any person aged 18, or above.
6. "Age of a Child" means the age of a child on the date used to determine eligibility for public schools in the community in which the Head Start is located.
7. "AIPB" means the American Indian Programs Branch of the Head Start Bureau, ACYF, ACF, DHHS.
8. "Allowable Alternative Vehicle" means a vehicle designed for carrying eleven or more people, including the driver, that meets all the Federal Motor Vehicle Safety Standards applicable to school buses, except 49 CFR 571.108 and 49 CFR 571.131.
9. "Approved" means approved by the Environmental Health Advisor.
10. "Bus Monitor" means a person with specific responsibilities for assisting the driver in insuring the safety of the children on and off the bus and for assisting the driver during emergencies.
11. "Child/Children" means any person/persons enrolled or receiving service in a Head Start Program Center.
12. "Child Restraint System" means any device, except Type I or Type II seat belts, designed to restrain, seat, or position children who weigh 50 pounds or less as described in the Federal Motor Vehicle Safety Standards, 49 CFR 571.213.

13. "Commercial Drivers License" means a license issued by a State or other jurisdiction, in accordance with the standards contained in 49 CFR part 383, to an individual, which authorized the individual to operate a class of commercial motor vehicle.
14. "Confidential" means available only to the Head Start Program staff, Head Start Program grantee, health care provider, AIPB, or to the Environmental Health Advisor only with the permission of the named individual. The named individual, or their parents or guardian, shall have free access to any material in which their name appears.
15. "Construction Plans" means drawings and specifications presenting a proposed Head Start Center or construction/renovation, addition, or repair to a Head Start Center that are of sufficient detail that compliance with the provisions of this Model Head Start Health and Safety Code may be readily determined.
16. "Contaminant" means any unlike substance capable of causing, or transmitting, a disease or unhealthful condition that contacts another substance, which is intended for, or may reasonably be expected to result in, human contact or consumption.
17. "Disinfection" means to eliminate virtually all germs from inanimate surfaces through the use of chemicals or physical agents after the surfaces have been cleaned.
18. "Driver" means a person authorized by the responsible Head Start program official to operate a school bus, including a paid employee, a volunteer or a substitute for the person regularly assigned to operate the vehicle.
19. "Early Head Start" means a program that provides low income pregnant women and their families with children from birth to age 3 with family-centered services that facilitate child development, support parental roles, and promotes self-sufficiency.
20. "Easily Accessible" means capable of being entered, reached or utilized without the use of any tool, ladder, key, step, or aiding device.
21. "Egress" means a place or means of exiting a building.
22. "Environmental Health Advisor" means person or office identified by the Tribe as responsible for providing environmental health and safety services for the Tribe. Generally, the Environmental Health Advisor is an Environmental Health Officer or Sanitarian who's services are provided by the Indian Health Service, Division of

Environmental Health Services, or by Tribes through the Indian Self-Determination Act, Title I and Title III, compacting or contracting.

23. "Equipment and Supplies" means any fixture, furniture, mechanical or electrical apparatus, or component thereof. The term shall include permanently installed fixtures as well as portable items.
24. "Facility" means a structure such as a building or modular unit appropriate for use by a Head Start grantee to carry out a Head Start program.
25. "Federal Motor Vehicle Safety Standards" means the National Highway and Traffic Safety Administration's standards for motor vehicles and motor vehicle equipment established under section 103 of the Motor Vehicle Safety Act of 1966 (49 CFR Part 571) as they apply to school buses.
26. "Fixed Route" means the established routes to be traveled on a regular basis by vehicles that transport children to and from Head Start or Early Head Start program activities, and which include specifically designated stops where children board or exit the vehicle.
27. "Food Service" means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption.
28. "Grantee" means a Tribal government or Tribal organization or local public or private non-profit organization or agency designated to operate a Head Start program by the responsible DHHS official, in accordance with CFR Part 1302 chapter XIII and who is legally and financially responsible for the Head Start Center.
29. "Grounds" means any and all outdoor areas and equipment in which children play or routinely pass through or by, and, shall include, but not be limited to: playgrounds, sidewalks and pathways, parking lots, and other accessible outdoor spaces.
30. "Group" means a number of children assembled together based on required group size and staffing requirements as presented in Part 1304.52(g)(4) of the Head Start Performance Standards.
31. "Guardian" means a person legally responsible for a child.
32. "Guideline 17" means the National Highway and Traffic Safety Administration, Federal Highway Administration, Highway Safety Program Guideline 17, "Public Transportation Safety" (23 CFR Part 1204).



33. "Head Start Center" means a facility used primarily to provide Head Start services to children and their families, or for administrative or other activities necessary to the conduct of the Head Start Center. This includes facilities, real property, and equipment and supplies.
34. "Head Start Program" means a program, funded under the Act and carried out by a Head Start agency or delegate agency, that provides ongoing comprehensive child development services, including Early Head Start and Head Start programs.
35. "Head Start Program Director" means the individual who manages one or more Head Start Center programs as designated by the Head Start grantee's organizational structure.
36. "HSPS" is the acronym for the Head Start Performance Standards 45 CFR Parts 1301, 1302, 1303, 1304, 1305, 1306, 1308 1309, and Guidance.
37. "Health Services Advisory Committee" means a local committee established by the grantee, which includes Head Start parents, professionals, and other volunteers from the community to provide advice on planning, operation and evaluation of the health services program.
38. "Imminent Health Hazard" means any existing condition that poses an immediate unreasonable risk to the health and safety of staff or participants; or a substantial injury to property or loss of project funds; or a violation of Federal, State or Tribal criminal statute.
39. "Inaccessible to children" means not capable of being entered, reached, or utilized by a child six years of age or younger, without the aid of an adult.
40. "Infant" means any child between the ages of birth to 12 months.
41. "Isolation Room" means a separate room, area of a room or location that is separated by screens or otherwise isolated to keep ill children comfortable and separate from other children and that is constantly supervised.
42. "LSC" is the acronym for the National Fire Protection Association (NFPA-101), Life Safety Code, which is the national fire code.
43. "LCCA" is the acronym for the Lead Contamination Control Act of 1988, Pub. L. 100-572.
44. "Life Support Training" means training in basic first aid and CPR.

45. "Major Alteration" means any addition, deletion, remodeling, or structural change to a Head Start Center that may affect its function and compliance with the provisions of this Model Head Start Health and Safety Code.
46. "NEC" is the acronym for the National Electrical Code, (NFPA 70), National Fire Protection Association.
47. "NFPA" is the acronym used for the National Fire Protection Association.
48. "NHSPS" means National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs also titled "Caring For Our Children", 1992 joint collaborative project of the American Public Health Association, the American Academy of Pediatrics and the Maternal and Child Health Bureau, Health Resources and Services Administration, Department of Health and Human Services.
49. "OSHA" is the acronym for the Occupational Safety and Health Administration, United States Department of Labor.
50. "Outbreak" means the occurrence of a specific communicable disease or illness above the normal expected levels.
51. "Parent" means a child's mother or father, other family member who is primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.
52. "Participant" means any person/persons enrolled or receiving services in a Head Start Program facility, including children, their parents, and pregnant women enrolled in Early Head Start programs.
53. "Preschooler" means any child between the ages of 36 months and the age when kindergarten or first grade are available for the child in the child's community.
54. "Real Property" means land, including land improvements, structures and appurtenances there to, excluding moveable machinery and equipment.
55. "Restricted Access" means incapable of being entered, reached or utilized by unauthorized persons.
56. "Reverse beeper" means a device which automatically sounds an intermittent alarm whenever the vehicle is engaged in reverse.

57. "Seat Belt Cutter" means a special device that may be used in an emergency to rapidly cut through the seat belts used on vehicles in conjunction with child restraint systems.
58. "School Bus" means a motor vehicle designed for carrying 11 or more persons (including the driver) and which complies with the Federal Motor Vehicle Safety Standards applicable to school buses.
59. "Special Care" means the provision of supervisory care to children incapable of providing a level of self-care normally expected of someone of their age. This category shall specifically exclude those facilities described as Nursing Homes or homes for the care and supervision of the physically or mentally challenged.
60. "Staff" means paid adults who have responsibilities related to participants and their families who are enrolled in Early Head Start and Head Start programs.
61. "Supervision of Children" means present in the same room and engaged in no other task, such that an immediate response may be made to a child, if needed.
62. "Survey" means a written evaluation by the Environmental Health Advisor of the environmental health and safety aspects of a Head Start Center to support adherence to the Head Start Performance Standards and to applicable Tribal, State or local regulations or to this Model Tribal Head Start Health and Safety Code.
63. "Teacher" means paid staff member who has direct responsibility for the care and development of children from birth to age 5 years in a center based setting.
64. "Teacher's Aide" means a paid staff member who works in the classroom under the supervision of a Teacher.
65. "Toddler" means any child between the ages of 13 to 36 months.
66. "Transportation Services" means the planned transporting of children to and from sites where an agency provides services funded under the Head Start Act. Transportation services can involve the pick-up and discharge of children at regularly scheduled times at prearranged sites, including trips between children's homes and program settings. The term includes services provided directly by the Head Start and Early Head Start grantee or delegate agency and services which such agencies arrange to be provided by another organization or an individual. Incidental trips, such as transporting a sick child home before the end of the day, or such as might be required to transport small groups of children to and from necessary services, are not included under this term.

67. "Trip Routing" means the determination of the fixed routes to be traveled on a regular basis for the purpose of transporting children to and from the Head Start or Early Head Start program or activity.
68. "Type I Seat Belt" means a lap belt for pelvic restraint.
69. "Type II Seat Belt" means a combination of belts for pelvic and upper torso restraint.
70. "UBC" is the acronym for the Uniform Building Code.
71. "UPC" is the acronym for the Uniform Plumbing Code.
72. "Vehicle" means a school bus as defined in Guideline 17, which reads in part "a passenger motor vehicle which is designed to carry more than 10 passengers".
73. "Volunteer" means any unpaid person, 16 years of age or older who is trained to assist in implementing on-going program activities under supervision of the staff in areas such as health and safety, education, transportation, nutrition and management.

## CHAPTER 2 – IMMINENT HEALTH HAZARD

### Section 2-101 Declaration of Imminent Health Hazard

Model

**An imminent health hazard is any situation that poses or has the potential to pose a very serious risk for property loss or damage or to the health and safety of the participants, staff or visitors to a Head Start Center. Conditions which constitute an imminent health hazard include, but are not limited to: (HSPS-1303.12(a)(3))**

- a. a serious risk of substantial injury to property or loss of Head Start project funds,
- b. a violation of Federal, Tribal, State or local criminal statute, and
- c. if staff or participants' health and safety are at risk.

**For example, the following could constitute an imminent health hazard, if the condition results in a great risk:**

- loss of electrical power,
- loss of water supply,
- water does not meet Safe Drinking Water Act requirements,
- failure of sewage system or plumbing,
- a disease outbreak,
- insufficient staff to provide supervision of children,
- absence of fire detection equipment,
- insect or rodent infestation of the facility,
- sub-Code wiring,
- substandard plumbing,
- substandard sanitation,
- failure or absence of structural stability,
- or the presence of accessible toxic or hazardous materials or conditions.

1. When the Head Start Center staff in charge is informed of or declares an imminent health hazard, the Head Start Center immediately discontinues operation or eliminates exposure to the imminent health hazard. **(PC-HSPS-1304.22(a)(3))**
2. When an imminent health hazard is identified by the Head Start Program staff or some individual or agency other than the Environmental Health Advisor, the Head Start Director provides verbal notification to the appropriate health department and the Environmental Health Advisor, within 24 hours of being informed of an imminent health hazard. **(BP-HSPS-1304.22(a)(3))**

3. When a Head Start Center discontinues operation due to an imminent health hazard, only the grantee or their designee can authorize the resumption of operation, and such an authorization is made in writing. **(BP-HSPS-1304.22(a)(3); PC-HSPS-1304.53(a)(7))**
4. The Head Start Director prepares a written report on any imminent health hazard that has been declared at their Center for the appropriate health department and their Environmental Health Advisor. The written report is prepared within 10 working days of the declaration of the imminent health hazard and includes: **(BP-HSPS-1304.22(a)(3))**
  - a. The name of the Head Start Center.
  - b. The person who identified the hazard and their position or title.
  - c. The date and time the hazard was identified.
  - d. The specific reasons for declaring the imminent health hazard.
  - e. If operation of the Center was discontinued.
  - f. Specific actions to correct the health hazard should be documented including the identification of the dates, times, and persons taking actions.
  - g. The date the Center resumed operation.

## CHAPTER 3 – PROGRAM MANAGEMENT

### Section 3-101      Grantee Roles and Responsibilities

The grantee is responsible and accountable for the overall operation of the Head Start programs for which they are funded. This includes ensuring compliance with the Head Start Performance Standards and applicable Tribal, State, Federal or local health and safety requirements. Throughout this document, reference is made to the Head Start Program Director. The Head Start Program Director is the generic term used to define the person identified by the grantee's Head Start Program's organizational chart, as the person with day to day management and operation responsibility for the Head Start Program. (PC-HSPS 1304.52(a)(2)(i))

1.      The Head Start Director, or their designee, implements actions, policies, procedures, and investigations to identify, eliminate and prevent Head Start Center health and safety hazards.
2.      Each Head Start Center has written Health and Safety Policies and Procedures. Health and Safety policies and procedures should include but not be limited to those presented in Appendix A: The Environmental Health Advisor assists the Head Start programs with developing health and safety policies and procedures. (PC-HSPS-1304.22(a); 1304-53(a)(7)&(8))
3.      The Head Start Director, or their designee, notifies their Environmental Health Advisor and the Head Start Bureau, American Indian Programs Branch, if the grantee is using health and safety codes established by their Tribe, the State or by the Model Tribal Head Start Health and Safety Code. (PC-HSPS-1304.53(a)(6))
4.      The Head Start Center staff, including regular volunteers, are knowledgeable and able to take required actions presented in the health and safety policies and procedures. (PC-HSPS-1304.22(a))
5.      The staff receives annual training on the content, importance, and implementation of the health and safety policies and procedures during their orientation or during various training presentations provided during the year. The Head Start Director works with the Environmental Health Advisor to identify possible organizations or people who could provide needed training. (PC-HSPS-1304.52(k)(1)&(2))

6. **The Head Start Program Director and the Head Start Center Teaching Staff work with the Health Services Advisory Committee and the Environmental Health Advisor to develop a site-specific environmental health and safety program. (PC-HSPS-1304.23(e)(1); PC-HSPS-1304.53(a)(6))**
7. **The grantee utilizes the expertise of the Environmental Health Advisor, the Health Service Advisory Committee and other health and safety professionals to assist in the development, implementation, and evaluation of the Head Start Center's environmental health and safety program. (PC-HSPS-1304.41(a)(1), PC-HSPS-1304.41(b))**
8. **When health and safety issues are identified, the Head Start Director, or their designee, works with the Environmental Health Advisor to develop a follow-up plan, or compliance schedule, to ensure corrective action is taken. (PC-HSPS-1304.51(i)(1))**
9. **The grantee or their designee contacts the Environmental Health Advisor to schedule an annual survey and evaluation of the Head Start Center's environmental health and safety program. (PC-HSPS-1304.23(e)(1); PC-HSPS-1304.53(a)(6))**
10. **The grantee makes available to HSB/AIPB, as necessary, all health and safety surveys conducted by the Environmental Health Advisor, to determine compliance with the Head Start Performance Standards. (PC-HSPS-1304.23(e)(1); PC-HSPS-1304.53(a)(6))**

### **Environmental Health Advisor Roles and Responsibilities**

**This section of the Model Code concerns the roles and responsibilities of the Environmental Health Advisor. As this is a Model Code for Head Starts, the roles and responsibilities of the Environmental Health Advisor are provided to clarify how this position should work with Head Start Programs and what the Head Start Programs should expect from their Environmental Health Advisor.**

1. **The Environmental Health Advisor is the person or office identified by the Tribe as responsible for providing environmental health and safety services for the Tribe. Generally, the Environmental Health Advisor is an Environmental Health Officer or Sanitarian who's services are provided by the Indian Health Service, Division of Environmental Health Services, or by Indian Self-Determination Act, Title I and Title III, compacting or contracting Tribes.**



2. **The principal function of the Environmental Health Advisor is to ensure the health and safety of the participants, staff and visitors at a Head Start Center. These functions are carried out as an advisor to the Head Start Program and grantees in the area of environmental health and safety, unless the Environmental Health Advisor is an employee of the Tribe and is granted enforcement authority. The Environmental Health Advisor also provides technical assistance to the grantee by identifying health and safety issues and working with the grantees to correct these issues.**
3. **The Environmental Health Advisor, within available resources, surveys each Head Start Center prior to its commencement of operation, and at least annually thereafter. If a grantee determines that some or all of their Head Start Centers are surveyed by State or other agencies, then the Environmental Health Advisor reviews State reports and works with the grantee to address health and safety issues presented in these State reports. (BP-HSPS-1304.23(e)(1))**
4. **In order to provide information and data on the health and safety conditions of Head Start programs, the Environmental Health Advisors are strongly encouraged to use the Head Start Electronic Inspection System Survey software. This software allows the compilation and analysis of health and safety data on Head Start Programs at the local, regional and national level. Grantees, funding agencies and health agencies can use this data to identify funding needs, identify technical assistance and training needs and general health and safety conditions in Head Starts Centers.**
5. **Based upon these surveys, the Environmental Health Advisor makes a determination if the health and safety of a Head Start Center is satisfactory. The Environmental Health Advisor prepares a report to the Head Start Director or others as designated by the grantee, on health and safety issues identified and makes recommendations for corrective actions needed.**
6. **The Environmental Health Advisor has the authority to declare the existence of an imminent health hazard.**
7. **When an imminent health hazard is identified, the Environmental Health Advisor provides a verbal recommendation to the Head Start Center Teacher in charge for immediate elimination of the hazard or evacuation, and if necessary securing the Head Start Center.**

8. **The Environmental Health Advisor provides a written notification of the imminent health hazard, including what the hazard is, the relative risk of the hazard, and makes recommendations for an immediate halt to operation or elimination of the health hazard. The written notification is provided to the grantee within 24 hours of identifying the imminent health hazard, following the grantee's established chain of command for the Head Start program.**
9. **The Environmental Health Advisor, upon request and within available resources, provides technical assistance to the grantee, Head Start Program Directors, and Head Start Teaching staff on environmental health and safety issues.**

Section 3-102 Environmental Health and Safety Surveys

1. The annual environmental health and safety survey conducted by the Environmental Health Advisor is based upon adherence to appropriate Tribal or State requirements or to this Model Tribal Head Start Health and Safety Code. (PC-1306.30(c))
2. **The Environmental Health Advisor uses the Head Start Electronic Inspection System software to generate survey reports. If other reports are generated, then the Environmental Health Advisor should utilize the section titles in Chapter 4 - Technical of this code for their report format to ensure that all survey reports are consistent in detail and approach.**
3. All environmental health surveys are conducted or reviewed by a National or State certified Registered Sanitarian (RS) or Registered Environmental Health Specialist (REHS).
4. The Head Start Director requests the Environmental Health Advisor to conduct a pre-operational environmental health survey on any new or remodeled Head Start Center. The survey is conducted after construction is completed and prior to operation of the Head Start Center.
5. The Head Start Director requests that the Environmental Health Advisor conducts a pre-occupancy survey on any existing building or portions of a building that are intended for use as a Head Start Center. **The Environmental Health Advisor provides a written report to the Head Start Director of any problems identified and makes a recommendation as to the suitability of this facility for use as a Head Start facility. The intent of the pre-occupancy survey is**

**to determine suitability of existing buildings or portions of a building as temporary or permanent facilities and to avoid unnecessary expenses.**

6. Access is granted to the Environmental Health Advisor to evaluate the environmental health and safety of a Head Start Program Center during reasonable working hours.

Section 3-103      New Construction and Major Renovations

**The Head Start programs and the Environmental Health Advisor should work together as a team to review and develop plans for a new or renovated Head Start Center. The Environmental Health Advisor should function as part of the Center design team to have input and review of plans before the plans get to the final stage of development. The purpose of the plan review process is to identify health and safety issues with a proposed construction project or remodeling project while the project is still in the planning stage. This should prevent unexpected costs and delays in the provision of new or remodeled Head Start Centers. This review process does not replace the requirements found in HSPS-1309.10.**

1. Construction and remodeling plan reviews utilize the Model Tribal Head Start Health and Safety Code, Chapters 4, and 5, or other applicable Tribal or State health and safety requirements to ensure that reviews are consistent in detail and approach. This review process does not replace the requirements found in HSPS-1309.10.
2. Prior to any construction or major renovation to a Head Start Center, one set each of engineering/architectural plans and site plans should be submitted to the Environmental Health Advisor for review and approval.
  - a. Plans are stamped by a licensed architect or engineer.
  - b. Plans are of sufficient detail so that compliance with applicable health and safety requirements can be determined.
  - c. The site plans submitted include the availability of utilities such as water, sewage disposal and electrical supply, the location of access roads and the location of any natural or man-made threats within one mile of the proposed Head Start Center.
  - d. The Environmental Health Advisor's review of the plans is limited to a review of the functional design, including fire safety, infection control, food sanitation, playground safety and basic plumbing.
  - e. The review will not include structural design, electrical system adequacy or other specific system design requirements.

3. If the Head Start Program utilizes other Tribal programs or qualified consultants for plan reviews, then the Environmental Health Advisor reviews their comments.
4. The Environmental Health Advisor reviews the plans and provides written findings and recommendations to the Head Start Director and grantee concerning the proposed construction. The Environmental Health Advisor provides written findings and recommendations on submitted plans within 60 calendar days maximum.

Section 3-104 Staffing Ratios

Staffing ratios are important for effective teaching and for addressing the developmental needs of the children, and also to ensure the health and safety of the children. In many cases the staff to student ratios for teaching and development are not the same as those required for health and safety. The differences are often due to fire safety concerns and requirements.

The Head Start Performance Standards establish staff to child ratios based primarily on effective teaching and developmental principals. Fire codes establish staff to child ratios based on effective and safe evacuation and supervision of children in the event of a fire emergency. Many fire codes establish staff to child ratios more stringent than the Head Start Performance Standards. In accordance with the HSPS 1304.53(a)(6), a Head Start program is required to follow the more stringent staff to child ratios. For those Head Start Programs where there is no applicable Tribal or State fire code, then the staff to child ratio requirements of the Head Start Performance Standards and the National Fire Protection Association, Life Safety Code are followed. (PC-HSPS-1306.30(c); A-HSPS-1304.52(g)(4))

1. For Early Head Start programs, the Head Start Performance Standards establish that there shall be one Teacher for every 4 children with no more than 8 children in any group. (A-HSPS 1304.52(g)(4))
2. For an Early Head Start Program, the following staff to child ratios are maintained with the understanding that staff here includes paid staff and regular volunteers. (PC-HSPS 1304.52(g)(4))(1304.53(a)(6); (A-LSC- 31-1.1.2)

<i>Age</i>	<i>Staff to child ratio</i>	<i>Maximum Group Size</i>
Birth to 24 months	1:3	8
25 months to 35 months	1:4	8

- a. Guidance for birth to 24 month age groups: (A-HSPS 1304.52(g)(4))
- If there are 1-3 children in a group, then 1 Teacher is required.
  - If there are 4 children in a group, then 1 Teacher and a regular volunteer or, 1 Teacher and a Teacher's Aid, or two Teachers are required.
  - If there are 4-6 children in a group, then 2 Teachers are required.
  - If 7-8 children in a group, then 3 staff are required. Two of the three staff must be Teachers. The third staff member can be a member of the Teaching staff or can be a regular volunteer or other consistently available staff member who practices the emergency evacuation drills regularly with the assigned group of children.

- b. Guidance for 25 to 35 month age groups: (A-HSPS 1304.52(g)(4))
- If there are 1-4 children, there is one teacher.
  - If there are 5-8 children then there are two teachers.

3. Each Head Start class serving preschoolers (3-5 year olds), is staffed by a teacher and a teacher's aide, or two teachers and whenever possible, a regular volunteer. (A-HSPS-1306.32(a))

<i>Age</i>	<i>Staff to child ratio</i>	<i>Maximum Group Size</i>
36 months to 48 months	1:7	17 (15*)
49 months to 60 months	1:8	20 (17*)

- Maximum occupancy when double class sessions are used.

- a. Guidance for birth to 36 months to 48 months: (A-HSPS 1304.52(g)(4))
- If there are 1-7 children in a class, then 1 Teacher is required.
  - If there are 8-14 children in a class, then a Teacher and a Teacher's Aide are required.
  - If there are 15-17 children in a class, then 3 staff are required. Two of the three staff must be Teachers or a Teacher and a Teacher's Aide. The third staff member can be a member of the Teaching staff or can be a regular volunteer or other consistently available staff member who practices the emergency evacuation drills regularly with the assigned group of children.

- b. Guidance for 49 to 60 month age groups: (A-HSPS 1304.52(g)(4))
- If there are 1-8 children, there is one Teacher.

- **If there are 9-16 children then there are two Teachers, or a Teacher and a Teacher's Aide.**
  - **If there are 17-20 children then there are 3 staff members, two of which must be Teachers or a Teacher and a Teacher's Aide. The third member can be a member of the Teaching staff or can be a regular volunteer or other consistently available staff member who practices the emergency evacuation drills regularly with the assigned group of children.**
4. Head Start maximum class size is determined by the predominant age of the children in the class. Assuming adequate space requirements, for single session classes of predominantly 3 to 4 year olds, the maximum class size is 17 children. When double class sessions are used, the maximum class size of 3 to 4 year olds shall be 15 children. (A-HSPS-1306.32(a)(5)&(6))
  5. Assuming adequate space requirements, for single session Head Start classes of predominantly 4 to 5 year olds, the maximum class size is 20 children. When double class sessions are used, the maximum class size of 4 to 5 year olds shall be 17 children. (A-HSPS-1306.32(a)(3)&(4))
  6. Staff supervise the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured. (A-HSPS-1304.52(g)(5))

Section 3-105 Health Promotion and Protection

1. The Head Start program has established and maintained a Health Services Advisory Committee, which includes Head Start parents, professionals and other volunteers from the community. (A-HSPS-1304.41(b))
2. The Health Services Advisory Committee provides a broad range of professional expertise and helps promote linkages with existing community resources. The Health Services Advisory Committee provides advice in planning, operating and evaluating the health services program. **The Environmental Health Advisor should be a member or advisor to the Health Services Advisory Committee. The Health Services Advisory Committee is vital in preparing many of the health and safety policies and procedures required.** (PC-HSPS-1304.41(b))
3. The Head Start Program has developed a disability services plan providing strategies for meeting the special needs, of children with disabilities and their parents. (A-HSPS-1308.4)

4. Any special health and safety requirements for children with disabilities are specified in the Individual Education Plan and include any special evacuation requirements, any specific classroom layout requirements, any special classroom equipment needs, any special assistance required and any special training needs of the staff. **(PC-HSPS-1304.53(a)(10)(xvii))**

Section 3-106 Health Care and Monitoring

**Certain health records for the Head Start Staff are required by the Head Start Performance Standards and the HSB, AIPB Review Teams review these records. The grantee's Health Services Advisory Committee may also establish requirements for staff health and this information would be maintained in the health record. It is not necessary for the Environmental Health Advisor to review these staff health records.**

1. There are written policies and procedures to ensure that all health records required by the Head Start Performance Standards or by the Health Services Advisory Committee for Head Start Program Staff and for participants enrolled in the Head Start Program are maintained and are kept confidential. **(PC-HSPS-1304.51(g))**
2. The Head Start Director ensures that a health care professional, such as a Public Health Nurse, has determined that children's immunizations against vaccine preventable diseases are up-to-date according to the requirements in the schedule of well child care by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program for the State in which they operate. Immunization requirements incorporate the latest recommendations of the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). **(A-HSPS-1304.20(a)(1)(ii))**
3. Each staff member, including regular volunteers, have an initial health examination, including tuberculosis screening, before working with children. Health re-examinations, including tuberculosis screening, are determined by Health Services Advisory Committee. **(PC-HSPS-1304.52(j)(1))**
4. The Health Services Advisory Committee establishes if the immunization status of the staff can be determined by immunization, serology or by assumed immunization based on a staff person's age. The staff have the same immune status against vaccine preventable diseases as required for the children. **(PC-HSPS-1304.52(j)(1))**

5. Daily health assessments are conducted by staff members in accordance with the established health and safety policies and procedures. Injuries and illnesses are noted in the individual child's record. **(PC-HSPS-1304.20(d))**
6. The Head Start staff maintains an incidence log of injuries and illnesses in accordance with the established health and safety policies and procedures. This injury and illness log does not have personal identifiers included but is a tool to monitor injury and disease trends. **The Environmental Health Advisor reviews the injury and illness incidence logs with the Head Start Center staff to identify injury and illness trends. (PC-1304.20(d))**

Section 3-107 Medication Handling, Storage and Administration

1. There is a written policy for the administration, handling, and storage of medication. The policy complies with any applicable Tribal or State regulations regarding the administration of medicine to children. **(PC-HSPS-1304.22(c))**
2. There is a designated and trained staff member or members, or a school nurse to administer, handle and store child medications. This staff member is able to demonstrate proper techniques in accordance with the established policies and procedures. **The Environmental Health Advisor assists the Head Start Program with identifying organizations or people who can provide the necessary training. (PC-HSPS-1304.22(c)(2); 1304.22(c)(6))**
3. Medication, including prescription and non-prescription medication, is not administered to any child, without written parental permission. Prescription medications are administered only with a physician's order and instructions or as directed on the prescription label. **(PC-HSPS-1304.22(c)(3))**
4. Staff observes and records any changes in a child's behavior that may have implications for drug dosage or type and for any types of other reactions to the medication such as allergic reactions. **(PC-HSPS-1304.22(c)(5))**
5. The Head Start staff receives training on recognizing adverse drug reactions from a qualified medical professional. **The Environmental Health Advisor assists the Head Start Program with identifying organizations or people who can provide the necessary training. (PC-HSPS-1304.22(c)(5))**
6. All medications are stored under lock and key, and refrigerated, if necessary. External and internal medications are stored separately. Medications stored in a refrigerator are kept in a locked, leak-proof container. **(PC-HSPS-1304.22(c)(1);1304.53(a)(10)(iii))**



7. Medications are stored in a manner that prevents the contamination, or being contaminated by, food products, toxic products, or hazardous products. **(PC-HSPS-1304.22(c)(1);1304.53(a)(10)(iii))**
8. All medications are clearly labeled with the child's name, dosage instructions, expiration date, and the name of the drug. **(PC-HSPS-1304.22(c)(1);1304.53(a)(10)(iii))**
9. Records are maintained on prescription and nonprescription medication administered to a child including the date, time, dose and who administered the medication. For prescription medication, the name and phone number of the ordering physician is also recorded. **(PC-HSPS-1304.22(c)(4))**

Section 3-108 Exclusion

1. The Head Start Program has written policies on the exclusion and readmission of children from a Head Start Program. **(PC-HSPS-1304.22(b)(1)&(2))**
2. The Head Start Program temporarily excludes a child with a short-term contagious illness, that cannot be readily accommodated, from program participation in center-based activities or group experiences. This temporary exclusion is only for that generally short-term period when keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child. **(A-HSPS-1304.22(b)(1))**
3. A Head Start Program does not deny program admission to any child, nor exclude any enrolled child from program participation, for a long-term period, solely on the basis of his or her health care needs or medication requirements. Program admission may be denied if keeping the child in attendance poses a significant risk to the health and safety of the child or anyone in contact with the child and the risk cannot be eliminated or reduced to an acceptable level through reasonable modifications in the grantee or delegated agency's policies, practices or procedures or by providing appropriate auxiliary aids which would enable the child to participate without fundamentally altering the nature of the program. **(A-HSPS-1304.22(b)(2))**
4. These temporary exclusion and readmission policies are provided to each child's parents or guardian upon the child's admission to the Head Start Program. **(PC-HSPS-1304.22(b)(1))**

5. **The Environmental Health Advisor has become familiar with the exclusion policy to provide effective consultation to the Head Start Program on issues of exclusion based on infection control.**  
(BP-HSPS-1304.22(b)(1)&(2))

Model

## CHAPTER 4 - TECHNICAL

### Section 4-101 Emergency Medical Care

Model

1. The Head Start staff is able to demonstrate how to respond to a medical emergency (includes dental emergencies). A written policy on responding to medical emergencies by the staff is included in the health and safety policies and procedures. **The Environmental Health Advisor assists the Head Start Program with developing an emergency medical response policy.** (PC-HSPS-1304.22(a))
2. Emergency response services and poison control phone numbers are posted next to every telephone or approved communications system. (PC-HSPS-1304.22(a)(2))
3. At least one staff member, who has been trained and certified in basic life support techniques, including first-aid and CPR appropriate to the age-groups enrolled, is present in the Head Start Center at all times. At least one Teacher in each Early Head Start group is trained and certified in infant CPR. **The Environmental Health Advisor assists the Head Start Program with identifying organizations or people who can provide this training.** (PC-HSPS-1304.22(a); PC-HSPS-1304.52(f))
4. Readily available, well supplied first aid kits appropriate for the ages served and the program size are maintained at each facility and available on outings away from the site. Each kit must be accessible to staff members at all times, but must be inaccessible to children. (A-HSPS-1304.22(f)(1))
5. The contents of the first aid kit are in accordance with recommendations of the American Red Cross, unless otherwise specified by the Health Services Advisory Committee. As a guideline, the following items should be contained in the first aid kit: (PC-HSPS-1304-22(f)(1))
  - a) Disposable, nonporous gloves;
  - b) Sealed packages of alcohol wipes or antiseptic;
  - c) Scissors, tweezers;
  - d) Thermometer;
  - e) Bandage tape;
  - f) Sterile gauze pads, flexible roller gauze;
  - g) Triangular bandages;
  - h) Safety pins;
  - i) Eye dressing;
  - j) Syrup of ipecac;

- k) Cold pack;
  - l) Current American Red Cross Standard First Aid text or equivalent first aid guide;
  - m) Insect sting preparation;
  - n) Water (sterile water for wound cleaning);
  - o) Small plastic or metal splints;
  - p) Soap;
  - q) Gowns;
  - r) Protective eye goggles;
  - s) Mouth barriers for CPR.
6. For any field visit away from the Head Start Center a field first aid kit is taken. The field first aid kit contains sufficient first aid supplies for the ages of the children on the outing and the size of the group participating on the outing. **(PC-HSPS-1304.22(f)(1))**
7. Syrup of ipecac is not administered without approval and guidance from poison control center or a physician. **(PC-HSPS-1304.22(c)(3))**

Section 4-102 Infectious Disease Control

1. Head Start Centers comply with the Administration for Children, Youth and Families (ACYF), Information Memorandum (ACYF-IM-93-21) on occupational health standards for bloodborne pathogens, or the most current Centers for Disease Control and Prevention guidelines. The Head Start Staff and regular volunteers administer first aid as collateral duties to their routine work. Under OSHA requirements, pre-exposure vaccination to Hepatitis-B is not required for staff and regular volunteers. **(PC-HSPS-1304.22(e)(4)); (A-ACYF-IM-93-21); (A-OSHA, USDL:92-436)**
2. Standard (Universal) Precautions are followed when responding to and disinfecting after incidents involving blood or body fluids. Staff are trained on Personal Protective equipment and disinfection procedures in accordance with OSHA 29-1910.1030. **(PC-HSPS-1304.22(c)(3)&(4))**
3. Any staff or child suspected of having a disease communicable by respiratory droplet, fecal-oral transmission, or by casual touch, that poses a significant risk to the health of the child or anyone in contact with the child, are excluded for a short-term period from the Head Start Center in accordance with the established exclusion and readmission policy. A child's parent is notified immediately to take the child home, when it is determined that a child should be excluded. **(PC-HSPS-1304.22(b)(1))**

4. Staff receives annual training on infectious disease prevention and control. **The Environmental Health Advisor assists the Head Start Program with identifying organizations or people who can provide this training.** (PC-HSPS-1304.52(k)(2))
5. Children developing a communicable disease during the course of the day are isolated from other children until such time as the parent or guardian can take the child home, or the child is taken to a health care facility. (PC-HSPS-1304.22(b)(1); PC-HSPS-1304.53(a)(2))
6. Each facility provides a designated area for the temporary care of a child who needs to be separated from the group due to illness. The purpose for isolating the child, is to attend to the needs of the ill child and reduce the spread of a contagious disease. The isolation area is located so the child can be supervised at all times. Extra attention is given to hygiene and sanitation practices until their parent picks up the child. This area may be used for other purposes when not needed for the care of an ill child. (PC-HSPS-1304.53(a)(2))
7. There are policies and procedures for dealing with suspected disease and ectoparasite outbreaks. When the Head Start Center staff believe that a disease or ectoparasite (head lice, scabies, etc.) outbreak is beginning, then they consult with the Environmental Health Advisor or appropriate medical authority immediately. **Disease outbreaks within the Head Start environment can have a significant impact on the health of an entire community.** (PC-HSPS-1304.22(b)(1))
8. Each Head Start Center has handwashing and personal hygiene policies and procedures. The handwashing policy is posted near all handwashing sinks. Handwashing is required for staff and participants after toileting, diapering, after attending ill children, before and after administering medication, after dealing with body fluids even though gloves are worn, before serving or preparing food, before and after eating meals and snacks and after handling pets or animals. (PC-HSPS-1304.22(e)(1)&(2))
9. Each handwashing sink is provided with a continuous supply of soap and disposable paper towels. (PC-HSPS-1304.22(e)(1))
10. All frequently touched toys in rooms in which infants and toddlers are cared for are cleaned and disinfected when soiled and at least daily. Toys in rooms in which non-diapered children are cared for are cleaned and disinfected when soiled and

at least weekly. Soft, non-washable toys in infant and toddler areas are limited to personal use articles and are not shared between children.

(PC-HSPS-1304.22(e); PC-HSPS-1304.53(b)(2))

11. Personal items are returned home for weekly cleaning or are cleaned at the Head Start Center weekly. (PC-HSPS-1304.22(e))
12. Personal use items such as toothbrushes, pacifiers, drinking cups and eating utensils are not shared. Children's names are clearly written on their personal use items. (PC-HSPS-1304.22(e))
13. Toothbrushes are stored so that they do not drip on other toothbrushes and stored to reduce touching by other children when they reach for their toothbrushes. Bristles are exposed to the air to dry, and are not in contact with any surface. Tooth brush covers are not used as they inhibit the drying of the tooth brush bristles and promote germ growth. (PC-HSPS-1304.23(b)(3))
14. Dispensing of tooth paste, if used, is done by a staff member and there is no dispensing of tooth paste directly from the tube to the brush bristles. (PC-HSPS-1304.23(b)(3))
15. Individual cubicles or lockers of child's height are provided for the storage of coats, clothing and other personal items. Lockers or cubicles are designed so one child's garments do not touch another child's garments. **The proper storage of a child's personal use items reduces the transmission of disease and ectoparasites. The use of child level coat hooks creates a potential injury problem and should be discouraged.** (BP-HSPS-1304.53(b)(1); BP-HSPS-1304.53(b)(vii))
16. Children's names are clearly written on their coats, blankets and other similar personal items. (BP-HSPS-1304.53(b)(1); BP-HSPS-1304.53(b)(vii))
17. When toilet training chairs are used, the training chairs are cleaned and disinfected at least daily and when obviously soiled. Toilet training chairs are emptied into a toilet, then cleaned in a utility sink, and disinfected after each use. The toilet training chairs are stored in the bathroom. Permanently installed and sized training toilets are recommended to avoid the need for cleaning portable toilet training chairs. (PC-HSPS-1304.22(e)(6))
18. A continuous supply of toilet paper is provided for each toilet. (PC-HSPS-1304.53(a)(10)(xiv))
19. All infants are placed in the crib on their back for sleeping. The Head Start Center follows the "Back-to-sleep" policy whenever infants are laid to sleep.

**(A-HSPS-1304.53(b)(3))**

20. Each bed, mattress, cot, and mat is constructed of material that can be effectively cleaned and disinfected. Beds, mattresses, including crib mattresses, cots and mats are cleaned and disinfected weekly, and when soiled or wet, and prior to assignment to another child. **(PC-HSPS-1304.22(e)(7))**
21. All bedding (i.e., sheets, pillowcases, and blankets) are washed and dried when soiled or wet. Infant bedding is changed daily. All linens are washed and dried at least weekly if used by only one child, or after each use if used by different children. All linen is laundered more often if soiled. All blankets are changed and laundered monthly or when soiled. **(PC-HSPS-1304.22(e)(7))**
22. Bassinets, cribs and sleeping mats are spaced at least three feet (1 m) apart and meet the standards and requirements of the U.S. Consumer Product Safety Commission. Stacked cribs are prohibited. **(PC-HSPS-1304.22(e)(7); PC-HSPS-1304.53(b)(1)(vi))**

Section 4-103 Diaper Changing and Infant Care

1. Written sanitation and hygiene policies and procedures for diapering are developed and staff follow these procedures. **(PC-HSPS-1304.22(e)(5))**
2. The diaper changing area is not located in food preparation areas and is never used for temporary placement or serving of food. **(A-HSPS-1304.53(a)(10)(xiv))**
3. Handwashing is done after diapering children and is critical to prevent the spread of disease. **(PC-HSPS-1304.22(e)(5))**
4. There is a minimum of one handwashing sink for every two diaper changing tables. Handwashing sinks are readily available in the diaper changing area to promote immediate handwashing after diapering and to prevent children from being unattended. Handwashing sinks are within arm's reach of the table or within about five feet (1.5 meters) of a diaper changing table. **(PC-HSPS-1304.22(e)(5); PC-HSPS-1304.53(a)(10)(xiv))**
5. Diaper changing tables, or other elevated surfaces, used for no other purpose are required. The diaper-changing table has an impervious, nonabsorbent surface and is disinfected after each use. It is recommended that diaper changing tables or other elevated surfaces used for diaper changing be sturdy and be about 36 inches (91.4 cm) in height from the floor to the changing surface. It is recommended that the table or elevated surface be equipped with railings a minimum of six inches (15.2 cm) high to reduce the potential for a child to roll off

the table. Safety straps on changing tables are not used because the straps are difficult to clean and lend themselves to allowing children to be unsupervised while on the changing table.

(PC-HSPS-1304.22(e)(5); PC-HSPS-1304.53(a)(10)(xiv))

Model

6. Diaper changing tables are cleaned and disinfected after each use. The changing surface is allowed to air-dry before using again. (PC-HSPS-1304.22(e)(5))
7. Soiled disposable diapers are stored in containers separated from other waste. Conveniently located, washable, plastic-lined, tightly covered receptacles, operated by a foot pedal, are provided within arm's reach of diaper-changing tables for soiled diapers. (BP-HSPS-1304.53(a)(10)(xvi))
8. If the Health Services Advisory Committee allows the use of cloth diapers, soiled cloth diapers are placed in sealable and leak proof plastic bags and returned to the parents daily. The fecal contents of soiled diapers may be placed in toilets. The rinsing of soiled cloth diapers is not done by Head Start staff. (PC-HSPS-1304.22(e)(5))
9. Any child's clothing that becomes soiled during the course of the day from toilet training accidents will be placed in sealable and leak proof plastic bags and returned to the parents daily. The rinsing of soiled clothing is not done by Head Start staff. (PC-HSPS-1304.22(e)(5))
10. Conveniently located, washable, plastic-lined, tightly covered receptacles, operated by a foot pedal, are provided for soiled burping cloths and linen. (BP-HSPS-1304.53(a)(10)(xvi))
11. All cribs, beds or cots used for infants have firm mattresses. Soft bedding material such as comforters, pillows, fluffy blankets or stuffed toys are not used. (A-HSPS-1304.53(b)(3))
12. Cribs, cradle boards or infant sleeping equipment keep the infant safe from the dangers of suffocation, and will not allow a child to either fall, become entrapped or clothing to become entangled on a protrusion. (PC-HSPS-1304.53(b)(1)(vi); 1304.53(b)(3);)

Section 4-104 Sanitary Water Supply

1. Potable water under pressure, from an approved source, meeting Safe Drinking Water Act requirements, is provided to all Head Start Centers in sufficient quantity to supply water for cooking, cleaning, hand washing, drinking, toilets and outside uses. (PC-HSPS-1304.53(a)(10)(xiii))



2. All privately owned wells and other non-transient, non-community water supply systems serving Head Start facilities are properly developed and maintained, meet applicable Federal, Tribal, State or local health standards and are approved by the Environmental Health Advisor prior to use. Documentation of such approval is kept on file by the Head Start Director.  
(PC-HSPS-1304.53(a)(10)(xiii))
3. Lead does not exceed 0.02 milligrams per liter of water from any tap normally used for drinking or cooking. Lead sampling adheres to sampling procedures established in the Lead Contamination Control Act, with analysis of water samples conducted by an EPA or State certified laboratory. Test results are maintained on file for the Head Start Center. **Young children are very susceptible to the adverse effects of lead. The U.S. Environmental Protection Agency's, Lead Contamination Control Act, was passed to specifically address lead in the drinking water of schools, including Head Start Centers. If a Head Start Center's water has not been tested for lead in accordance with the Lead Contamination Control Act, then the Environmental Health Advisor assists the Head Start Program with developing a sampling program for their Head Start Centers.**  
(PC-HSPS-1304.53(a)(8); PC-1304.53(a)(10)(xiii); A-LCCA, 1988)

Section 4-105      Liquid and Solid Waste Disposal

1. All wastewater is disposed of in an approved individual or community wastewater disposal system, or in a manner approved by the Environmental Health Advisor.  
(PC-HSPS-1304.53(a)(10)(xvi))
2. On-site wastewater treatment and disposal systems are operated as designed and are properly maintained. Chemical toilets are not used by Head Start Centers due to possible exposure of participants to hazardous chemicals.  
(PC-HSPS-1304.53(a)(8); PC-HSPS-1304.53(a)(10)(xvi))
3. Solid waste generated by the Head Start Center and stored outside the facility is not allowed to accumulate in quantities that can not be adequately stored. It is recommended that solid waste outside the facility be removed twice weekly or at a frequency approved by the Environmental Health Advisor. The outside storage area, used for intermediate and bulk storage of solid waste, is properly designed and maintained to prohibit unauthorized access to the area. Solid waste is disposed of in an approved solid waste disposal site.  
(PC-HSPS-1304.53(a)(10)(viii))
4. Solid waste is removed from inside the facility daily, or as often as necessary to prevent its build-up beyond the capacity of available receptacles.

(HSPS-1304.53(a)(10)(viii))

Section 4-106 Other Utility Services

# Model

1. Connections of utility services to a building are generally regulated by local, State or Tribal codes to ensure proper materials are used and connections are made. A licensed or qualified service contractor installs any utility service connections, including gas or fuel oil connections, water connections, and electrical power connections. Any utility connections are free from defects, leaks, and obstructions in accordance with the applicable national codes or with Tribal, State, or local regulatory agency codes. (PC-HSPS-1304.53(a)(7))
2. All gas-fired equipment is provided with a 100 percent cut-off safety control valve. **For assistance in identifying this valve contact your local gas service provider or the Environmental Health Advisor.** (PC-HSPS-1304.53(a)(6)&(7); A-NFPA-54-5.5.4)
3. Each facility, where natural or propane/butane gas or heating oil is used, has an outside shut-off valve easily accessible to adults in emergency situations. Gas shut-off valves on propane tanks are acceptable. For non-hand operated valves, there is a shut-off tool, capable of operating the supply line's shut-off valve, which is inaccessible to children and available to staff. All staff are instructed on the location and when and how to operate the shut-off valve. **The gas or heating oil service provider or the Environmental Health Advisor provides information on the location of the shut-off valve and the use of the shut-off valve tool.** (PC-HSPS-1304.53(a)(6)&(7); A-NFPA-54-3.10.3)
4. Only a licensed or certified repairman makes repairs, renovation or changes to the piped gas system. In the absence of applicable local, State or Tribal codes, all fuel gas piping and appurtenances (valves, connectors, etc.) are installed and maintained in accordance with the National Fuel Gas Code, NFPA 54. (PC-HSPS-1304.53(a)(6); PC-HSPS-1304.53(a)(7)).
5. In the absence of applicable local, State or Tribal codes, all fuel gas storage tanks are installed and maintained in accordance with the Standard for Storage and Handling of Liquefied Petroleum Gases, NFPA 58. (PC-HSPS-1304.53(a)(6); PC-HSPS-1304.53(a)(7))
6. In the absence of applicable Tribal, local or State codes, all electrical wiring, outlets and fixtures are properly installed and connected to the source of electrical energy in a manner that meets the most recent edition of NFPA-70 National Electric Code. (PC-HSPS-1304.53(a)(6)&(7); PC-HSPS-1304.53(a)(10)(xi))

7. Only a licensed electrician makes major repairs or changes to the electrical system. In the absence of applicable Tribal, local or State codes, all electrical work is in accordance with the latest version of National Electric Code, NFPA 70. (PC-HSPS-1304.53(a)(6); PC-HSPS-1304.53(a)(10)(xi))
8. Only a licensed or certified plumber makes major repairs, renovation or changes to the plumbing system. In the absence of applicable Tribal, local or State codes, all plumbing work is in accordance with the latest approved version of the Uniform Plumbing Code. (PC-HSPS-1304.53(a)(6); PC-HSPS-1304.53(a)(7))
9. Head Start Centers are provided with electrical service. (PC-HSPS-1304.53(a)(1))
10. Telephone service or another approved communication system, such as cellular phones, commercial two-way radios or other systems are provided or easily accessible for all Head Start Centers. (PC-HSPS-1304.22(a)(2))

Section 4-107 Functional Design and Structure

1. To avoid injuries, the use of safety glass, or other such material, is required for any transparent panel accessible to children. All glass panels or windows, less than 40 inches (102 cm) from the floor, are marked with stickers, tape or other devices, to ensure they are visible. (PC-HSPS-1304.53(a)(10)(xii))
2. Sufficient routine maintenance is provided to keep the structure sound, and in good repair. (PC-HSPS-1304.53(a)(7))
3. In the absence of applicable local, State or Tribal codes, the Head Start Program facilities are in compliance with the Chapter entitled New Educational Occupancies and the Chapter entitled Existing Educational Occupancies of the latest version of the National Fire Protection Association, Life Safety Code, NFPA-101. (PC-HSPS-1304.53(a)(6))
4. There is a minimum of 35 square feet (3.3 m<sup>2</sup>) of useable indoor space per child, available for the care and use of children (i.e., exclusive of bathrooms, halls, kitchen, storage places and fixed or difficult to move furniture and equipment). (A-HSPS-1304.53(a)(5))
5. For indoor space at Early Head Start programs, when infant's and toddler's play and sleep areas are in the same room, and cribs are used, there is at least 50 square feet (4.6 m<sup>2</sup>) per child of useable indoor space provided. Refer to Section 3-104 for staffing ratios. (BP-HSPS-1304.53(a)(5))

6. The indoor and outdoor spaces in use by mobile infants and toddlers are separated from general walkways and from areas used by preschoolers. **(A-HSPS-1304.53(a)(4))**
7. For outdoor space at Head Start Centers serving preschoolers, there is at least 75 square feet (7.0 m<sup>2</sup>) per child provided for the outdoor play area. The outdoor play area can accommodate 33 percent of the established Head Start Center capacity at one time. **(PC-HSPS-1304.53(a)(5))**
8. For outdoor space at Early Head Start Centers, children, 17 months and younger are provided outdoor play areas of 33 square feet (3.1 m<sup>2</sup>) per child, and children 18 to 24 months are provided outdoor play areas of 50 square feet (4.6 m<sup>2</sup>) per child. **(BP-HSPS-1304.53(a)(5))**
9. Adequate storage space is provided for learning supplies, toys and play equipment. **(PC-HSPS-1304.53(b)(1)(vii))**

Section 4-108      Accessibility to Persons with Disabilities

1. Head Start Programs comply with the Federal Rehabilitation Act, 29 USC in designing access and use of Head Start facilities, including, but not limited to, access ramps, bathroom design and school bus accessibility. **Indian Tribes are expressly excluded from the definition of employer under the Americans With Disabilities Act, 42 USC and therefore the ADA does not apply to Head Start Programs of Indian Tribes.** **(PC-HSPS-1304.21(a)(5)(iii); PC-HSPS1304.53(b)(1)(iii))**
2. All Head Start facilities, both indoor and outdoor environments, are sized, designed and constructed to be accessible to all and comply with The Federal Rehabilitation Act. **This includes but is not be limited to, corridor width, door widths, turning platforms or area widths, platform design, ramps and toilet rooms. The Uniform Federal Accessibility Standards refers to the Americans With Disabilities Act, Accessibility Guidelines for Buildings and Facilities as guidelines for determining compliance to the Federal Rehabilitation Act.** **(PC-HSPS-1304.53(a)(10)(xvii); PC-HSPS-1308.4)**
3. Indoor and outdoor playgrounds and play areas are in compliance with the final ruling on the Americans with Disabilities Act, Play Areas, as required by the Head Start Performance Standards. **(BP-HSPS-1304.53(a)(10)(xvii))(HSPS-1308.4)**

Section 4-109      Heating, Ventilation and Air Conditioning (HVAC)

1. The heating, ventilation and air conditioning systems are inspected annually by a qualified service contractor and the annual inspection results are documented as required by the Head Start Performance Standard. (PC-HSPS-1304.53(a)(10))
2. Combustion air (for gas, coal, or oil-fired equipment) is drawn from outside the structure or as required by the manufacturer, to prevent the accumulation of carbon monoxide to harmful levels. All combustion exhaust gases are vented outside the structure. (PC-HSPS-1304.53(a)(6)&(7)); (A-UPC-506 & 507)
3. Open flame and kerosene space heaters are prohibited. Portable gas stoves are not used for space heating. Vent-less fire places and combustion heaters are prohibited. (PC-HSPS-1304.53(a)(10)(i))
4. Portable electric heaters are UL (Underwriters Laboratories) approved. The electrical heaters are placed in a location inaccessible to children and are at least 3 feet from curtains, papers and furniture. The heaters are provided with a protective cover to prevent burns. (PC-HSPS-1304.53(a)(10)(i))
5. The grantee or their designee, or the local fire authority ensures that the wood burning stove is properly installed in accordance with the manufacturer's requirements and in accordance with any Tribal, local or State requirements. A policy and procedure has been developed for the proper maintenance and cleaning of the stove. In the absence of Tribal, local or State codes, wood burning stoves are installed in accordance with all requirements of the most recent version of Standard for Chimneys, Fireplaces, Vents and Solid Fuel Burning Appliances, NFPA 211. **Wood burning stoves increase the risk of fires in a facility and also the risk of burns to participants, parents, staff and visitors. The use of wood burning stoves is discouraged unless a wood burning stove is the only source of heat for the facility.** (PC-HSPS-1304.53(a)(10)(i); 1304.53(a)(6)&(7))
6. Any source of heat, above 110 degrees F. (43.3°C.) is protected with an appropriate barrier and made inaccessible to children. A noncombustible protective barrier is provided around a wood burning stove to limit access to the stove surface by children. (PC-HSPS-1304.53(a)(10)(i))
7. Temperatures in the occupied portion of the structure are maintained, within the wintertime range of 65 degrees F. (18.3°C.) to 75 degrees F (23.8°C.), and a summertime range of 68 degrees F. (20.0°C.) to 82 degrees F (27.8°C.). When not occupied, the heating system is capable of maintaining the temperature at 45°F (7.2°C) or above (in order to protect plumbing from freeze damage). **To facilitate health and safety and to provide a good learning environment the**

***HVAC systems maintains adequate summer and winter temperatures. (BP-HSPS-1304.53(a)(10)(i))***

8. All rooms used by participants are ventilated by natural or mechanical means to avoid the accumulation of objectionable odors and potentially harmful vapors and gases. **(PC-HSPS-1304.53(a)(8))**
9. Windows that can be opened for ventilation and are accessible to children are safety types that are child proofed and screened when open. To prevent falls and head entrapment, all windows in areas used by children under the age of 5 years, that are above ground level or windows on the ground level that pose a substantial risk of injury if a child falls, are constructed, adapted, or adjusted so that the windows may not open wider than 3.5 inches (8.9 cm). **(PC-HSPS-1304.53(a)(10)(xii))**

Section 4-110      Lighting and Electrical

1. All electrical appliances are Underwriters Laboratory (UL) approved, or equivalent and maintained in accordance with the manufacturer's recommendations. **(PC-HSPS-1304.53(b)(1)(vi))**
2. All unused electrical outlets in rooms accessible to children are protected with child-proof caps or covers. **(A-HSPS-1304.53(a)(10)(xi))**
3. All electrical outlets in toilet rooms and bathrooms are protected by a ground fault circuit interrupter, either at the outlet or at the circuit breaker, in accordance with applicable electrical codes. A ground fault circuit interrupter protects outlets within 6 feet (2 m) of sinks or other "wet" locations. Food service equipment or other equipment provided with internal ground fault circuit interrupter devices can be used in regular electrical outlets. **(HSPS-1304-53(a)(10)(xi); (A-NFPA 70-210.8(b)(1))**
4. Ground fault circuit interrupters are tested quarterly using the test button on the device and the results documented . **(PC-HSPS-1304-53(a)(10)(xi))**
5. Extension cords are UL approved and are not used as permanent wiring. When extension cords are used, they are not placed under carpeting or across water-sources, create a tripping hazard and are not frayed or overloaded. **(PC-HSPS-1304.53(a)(10)(xi))**

6. Fuses and breakers are labeled, accessible to staff, inaccessible to children, and not by-passed. All staff are trained on the location and function of electrical breaker switches. (PC-HSPS-1304.53(a)(10)(xi))
7. Sufficient lighting is provided. Lighting levels, either natural or mechanical, are between 40 to 50 foot-candles (430 -538 lux) of illumination in the play areas and general activity areas of the Head Start Center. During naptime the level of illumination in the facility is reduced to 5 foot candles (54 lux) of illumination. There are between 50 to 70 foot candles (538 - 753 lux) of illumination provided on desk surfaces used by participants for studying or reading and 100 foot candles (1076 lux) for fine detail work. (BP-HSPS-1304.53(a)(10)(iv))
8. All light fixtures in rooms accessible to children are shielded. Windows used to provide natural illumination are equipped with blinds or other devices that are child safe to reduce glare. (PC-HSPS-1304.53(a)(10)(iv))

Section 4-111 Plumbing

1. All plumbing fixtures in new construction complies with the Federal Rehabilitation Act. (PC-HSPS-1304.53(a)(10)(xiv); PC-HSPS-1304.53(a)(10)(xvii))
2. Lead pipes and lead solder are not used for new potable water lines or for the replacement or repair of existing water service lines. (PC-HSPS-1304.53(a)(7)); (A-UPC-316.1.3)
3. The maximum hot water temperature allowed at fixtures accessible to participants is no higher than 120°F (48.9°C). **To prevent scalds from hot water, the Housing and Urban Development (HUD) agency has adopted the standard that hot water in homes at handwashing sinks, showers and bathtubs be lower then 120°F (48.9°C).** (PC-HSPS-1304.53(a)(10)(xiv))
4. Handwashing sinks are provided with water under pressure. Handwashing sinks are provided with hot water to promote handwashing. (PC-HSPS-1304.53(a)(10)(xiv))
5. There is at least one handwashing sink provided in primary childcare areas to facilitate handwashing. (PC-HSPS-1304.53(a)(10)(xiv))
6. All plumbing fixtures (sinks, toilets, etc.), intended for use by children, are sized and located so as to be easily accessible to children. Child sized fixtures means a maximum toilet height of 11 inches (27.9 cm) and a maximum hand sink height of 22 inches (55.9 cm). If child sized fixtures are not provided, then stable step stools or stands are provided. (PC-HSPS-1304.53(a)(10)(xiv))

7. The water heater is not located in areas accessible to participants.  
**(PC-HSPS-1304.53(a)(1))**
8. Separate staff toilet rooms are provided for all facilities.  
**(PC-HSPS-1304.53(a)(10)(xiv))**
9. Toilets, urinals and handsinks are provided at a ratio of 1 to 10 for toddlers and preschoolers. Urinals do not exceed 30 percent of the required toilet fixtures. Sanitary facilities are easily accessible for use and supervision. When the number of children is exceeded by one, an additional fixture is provided.  
**(BP-HSPS-1304.53(a)(10)(xiv))**
10. There are no cross connections that could permit contamination of the potable water supply. Vacuum breakers are provided on all threaded hose connections.  
**(PC-HSPS-1304.53(a)(10)(xiv)); (A-UPC-602.3)**
11. New facilities have a janitor's closet equipped with a mop sink, mechanical ventilation to the outside and racks, shelves and other devices for the orderly and safe storage of cleaning supplies and equipment.  
**(PC-HSPS-1304.53(a)(10)(xiv))**
12. The janitor's closet is of a 1-hour fire rated construction or is sprinklered. The door or doors to the janitor's closet is equipped with a self-closing device.  
**(PC-HSPS-1304.53(a)(10)(xiv)); (A-LSC-Chapter 10.3.2.1; LSC-Chapter 6.2.3.1.b)**
13. Doors to janitor's closets are kept closed and locked whenever children are present. **(PC-HSPS-1304.53(a)(10)(xiv))**

Section 4-112 Preventive Maintenance

1. Head Start Programs provide for the maintenance, repair, safety, and security of all Early Head Start and Head Start facilities, materials and equipment.  
**(A-HSPS-1304.53(a)(7))**
2. The Head Start Director has developed a system for routine maintenance checks of the Head Start facilities, utility systems and equipment with their Head Start Facilities Maintenance Program or Tribal Facilities Maintenance Program. The replacement or repair of equipment or parts is documented. The Environmental Health Advisor assists the Head Start Program with developing the routine maintenance check system. **(PC-HSPS-1304.53(a)(10))**

Section 4-113 Sanitation and Disinfection



1. Sanitation and disinfection policies and procedures are developed for each Head Start Center. The policies and procedures include schedules for cleaning and sanitizing the Head Start Center, child contact surfaces of equipment and toys, the proper use of cleaning equipment, the proper mixing and use of cleaning chemicals and the proper storage of cleaning equipment and chemicals. **The Environmental Health Advisor provides guidance and reviews these policies and procedures.**  
(PC-HSPS-1304.53(a)(7); PC-HSPS-1304.53(a)(10)(viii))
2. The indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions. During periods of operation, all parts of the Head Start Center are kept in a clean, sanitary, and orderly condition. **(A-HSPS-1304.53(a)(10)(viii))**
3. All cleaning chemicals are stored in a locked area, inaccessible to children. Compounds containing ammonia are not be stored in the same enclosure as compounds containing chlorine; and, they are never mixed.  
(PC-HSPS-1304.53(a)(8); PC-HSPS-1304.53(a)(10)(iii))
4. Children do not participate in any cleaning activities that expose them to any physical, chemical or biological hazards. If supervised, children may engage in wiping down furniture, such as tables and desk tops, with soap and water.  
(PC-HSPS-130453(a)(8))
5. Cleaning chemicals are not in use while children are occupying the facility, except that cleaning of spills is done as necessary to maintain infection control practices, control odors and maintain the appearance at the facility.  
(PC-HSPS-130453(a)(8))
6. Floors and carpets are cleaned daily. Toiletroom and diaper changing area floors, toilets, and lavatories are cleaned and disinfected daily or as often as necessary to prevent the accumulation of contaminants (excluding days that the Head Start Center is not in operation).  
(PC-HSPS-1304.53(a)(10)(viii); 1304.53(a)(10)(xiv))
7. Solid waste receptacles used indoors are durable and easily cleanable, and, receptacles used for putrescent wastes are covered.  
(PC-HSPS-1304.53(a)(10)(viii))

Section 4-114      Vector Control

1. Facilities are free of insects, rodents or other pests that may constitute a health hazard. **(PC-HSPS-1304.53(a)(10)(viii))**

2. Head Start Centers have written vector control policies and procedures that include types of vectors common to the area, pesticide use and application, documentation and emergency preparedness. **The Environmental Health Advisor assists the Head Start Program with the development of these vector control policies and procedures.** (PC-1304.53(a)(8); PC-1304.53(a)(10)(viii))
3. No pesticide, including restricted use pesticides and non-restricted use pesticides, are used when participants are present. Pesticides applied during non-operating periods are applied according to manufacturer's instructions. (PC-HSPS-1304.53(a)(8))
4. Any use of restricted use pesticides, is done, or supervised, by a Tribal or State-certified individual. In the absence of applicable Tribal, local or State codes, the application of pesticides is in compliance with all provisions of the most recent editions of the FDA Food Code, Federal Insecticide, Fungicide, and Rodenticide Act, and Hazard Communications Standard. (PC-HSPS-1304.53(a)(6); PC-HSPS-1304.53(a)(8))
5. All pesticide applications at the Head Start Center are documented, and records of contractual extermination services maintained at the Head Start Center, including the types and amounts of pesticides applied, the purpose for using the pesticide, the date of application and who applied or supervised the application of the pesticide. The application of pesticides is directly observed by a member of the head start staff. (PC-HSPS-1304.53(a)(8))
6. If topical spraying of pesticides by agricultural agencies or farmers occurs near a Head Start Center, then the Head Start Director takes all necessary precautions to limit exposure of participants. (PC-HSPS-1304.53(a)(8))

#### Section 4-115 Injury Prevention and Safety

1. Head Start Centers have written safety policies and procedures that include fire protection, fire detection, fire suppression, the use and storage of toxic and hazardous substances, playground safety, playground equipment inspection, toy safety and age-appropriate use criteria, injury prevention and emergency preparedness. **The Environmental Health Advisor assists the Head Start Program with the development of this safety plan.** (PC-HSPS-1304.22(d)(1)&(2))
2. Staff receives annual injury prevention and emergency response training. **The Environmental Health Advisor assists with this training or assists with identifying organizations or people who can provide the training.** (PC-HSPS-1304.22(d)(1); PC-1304.52(k)(2))

3. Records are maintained on all injuries that occur at the Head Start Center or at Head Start Center sponsored activities. Records are reviewed to identify preventable injury trends and efforts made to address identified injury problems. **The Environmental Health Advisor assists the Head Start Program by reviewing injury records to identify trends. (PC-HSPS-1304.20(d))**

Section 4-116 Fire Prevention and Emergency Response

1. Head Start Centers are not located above or below the level of exit discharge, in accordance with the applicable fire code. **The Life Safety Code prohibits children of Head Start age from being located above or below the level of exit discharge. (PC-HSPS-1304.53(a)(6)); (A-LSC-10-2.1.2 & 11-2.1.2)**
2. At least two clearly identified, unobstructed, remotely located means of egress are provided. **Remoteness of exits is determined by the 1/2 diagonal rule. (PC-HSPS-1304.53(a)(6); PC-HSPS-1304.53(a)(10)(vii)); (A-LSC-Chapters 3, 5, 10 & 11)**
3. Exit doors swing outward and are equipped with only one latching device. **(PC-HSPS-1304.53(a)(6); PC-HSPS-1304.53(a)(10)(vii)); (A-LSC-Chapters 3, 5, 10 & 11)**
4. Windows are not used as an acceptable means of egress. **(PC-HSPS-1304.53(a)(6); PC-HSPS-1304.53(a)(10)(vii)); (A-LSC-Chapters 3, 5, 10 & 11)**
5. At least one smoke detector is placed in each classroom with a floor area of 1600 ft<sup>2</sup> (149 m<sup>2</sup>) or less. For classrooms with greater than 1600 ft<sup>2</sup> (149 m<sup>2</sup>) floor area, smoke detectors are no more than 40 feet (12 m) apart. Interior hallways of Head Start Centers have at least one smoke detector every 40 feet (12 m), that are placed on the ceiling or within 12 inches (30.5 cm) of the ceiling. **(PC-HSPS-1304.53(a)(10)(vi))**
6. For all new and remodeled Head Start Centers, hard-wired smoke detectors are required in accordance with NFPA, LSC, Chapter 7. **(PC-HSPS-1304.53(a)(10)(vi))**
7. Battery operated smoke detectors are allowed for existing Head Start Centers, that currently are equipped with battery operated smoke detectors. **(PC-HSPS-1304.53(a)(10)(vi))**
8. Smoke detectors are tested monthly as recommended by the manufacturer and the test results documented. **(PC-HSPS-1304.53(a)(10)(vi))**
9. There is at least one working fire extinguisher readily available in each classroom. **(PC-HSPS-1304.53(a)(10)(v))**

10. Fire extinguishers are rated at least 2A10BC and are at least 5 pounds (2.3 kg) in size and no larger than 20 pounds (9.1 kg) in size. The top of the fire extinguisher is no higher than 5 feet (1.5m) from the floor. In the absence of applicable Tribal, local or State codes, all fire extinguishers meet the most recent provisions of the Code for Portable Fire Extinguishers, NFPA 10.  
(PC-HSPS-1304.53(a)(6); PC-HSPS-1304.53(a)(10)(v)); (A-NFPA 10 1-6.9)
11. The fire extinguisher manufacturer's recommended procedures for inspections and servicing of fire extinguishers are followed and documented as outlined in the Head Start safety policies and procedures.  
(PC-HSPS-1304.53(a)(6); PC-HSPS-1304.53(a)(10)(v)); (A-NFPA 10 1-6.14)
12. In the absence of applicable Tribal, local or State codes, all new and renovation construction related to the components of fire safety (egress, extinguishment, fire detection and fire protection) at the Head Start Center meet all provisions of the latest version of the Life Safety Code, NFPA 101, Chapters entitled, New Educational Occupancies or Existing Educational Occupancies. (PC-HSPS-1304.53(a)(6))
13. Annual staff training is provided in fire protection, detection and suppression. **The Environmental Health Advisor assists the Head Start Program with identifying organizations or people who can provide this training.**  
(PC-HSPS-1304.52(k)(2))
14. Monthly fire drills are conducted for the facility. One extra drill is conducted within the first 30 days of classes. Fire drills are documented and include the date and time of the drill, the number of children and staff involved, the evacuation time and any problems encountered. **For a 9 month school year, at least 10 drills are conducted during the school year. That is, one each month with one extra drill occurring within the first 30 days of classes. For year-round schools, at least 13 drills are conducted, one each month with one extra drill occurring within the first 30 days of classes. In climates where the weather is severe, the monthly fire drills can be deferred provided that the required number of fire exit drills is achieved and at least four are conducted before the drills are deferred.**  
(PC-HSPS-1304.22(a)(3); PC-HSPS-1304.53(a)(6)); (A-LSC-Chapters 10 & 11 7.1.2.1 & 7.1.2.2)
15. A Head Start Center is required to provide emergency lighting in the event of a power failure. For small, one classroom Head Start Centers, emergency lighting may consist of operable, portable flashlights. In facilities that operate before or after daylight hours, permanently installed emergency lighting is provided at building exits. For large, multi-classroom Head Start Centers, requirements for

emergency lighting found in the Life Safety Code, NFPA 101, or equivalent Tribal, State or local codes are followed.

(PC-HSPS-1304.53(a)(6); PC-HSPS-1304.53(a)(10)(iv))

16. Highly flammable chemicals, such as lighter fluids, duplicating fluids, and paint thinners and flammable materials are not stored inside the facility. (PC-HSPS-1304.53(a)(10)(iii))
17. No child toilet room doors are lockable from inside or outside. Interior doors to rooms normally occupied or accessible to children and staff toilet room doors are unlockable from the outside or cannot be locked. (BP-HSPS-1304.52(g)(5); BP-HSPS-1304.53(a)(10)(vii))
18. No door labeled as "EXIT" is locked from the inside, or otherwise inaccessible, while the building is occupied. (PC-HSPS-1304.53(10)(vii)); (PC-LSC-5-2.1.5.1)
19. Exit doors are clearly labeled as *EXITS*. (PC-HSPS1304.53(a)(10)(vii)); (A-LSC-5-10.1.2)
20. Each Head Start Center has a written emergency plan for responding to man-made or natural emergencies likely to occur in its geographical region, such as: fire, flood, tornado, earthquake, hurricane, blizzard or major utility failure or other disaster that could create structural damages to the Head Start Center or pose health hazards. The plan details responsibilities and actions to be taken in the event of an emergency situation and includes procedures for staff training on the emergency plan. (PC-HSPS-1304.22(a)(3))
21. Emergency evacuation routes are clearly marked and posted so the path to safety outside is unmistakable. (PC-HSPS-1304.53(a)(10)(vii)0; (A-LSC-5-10.4.1)
22. Adequate provisions are made for children with disabilities to ensure their safety, comfort and participation. Evacuation plans account for the safe evacuation of children with disabilities and their supervision during emergencies. (PC-HSPS-1304.53(a)(10)(xvii))
23. Early Head Start Centers have emergency evacuation plans for safely evacuating infants and toddlers while maintaining supervision. This may include using evacuation strollers or cribs. (PC-HSPS-1304.22(a)(3))

Section 4-117      Dangerous Chemicals and Materials

**Hazard communication programs: All employees are entitled to information about chemical hazards they are exposed to in the workplace. The federal Hazard**

**Communication Standards are the best method to ensure this information is provided. Exceptions to the required Hazard Communication Program are based on use of the chemical, amount of exposure expected and the hazard of the chemical. Head Start Centers usually use consumer products in their Centers. A consumer product is anything that can be purchased in a retail store and is therefore available to the general public for personal or household use. There is still a hazard associated with the use of these consumer products. Environmental Health Advisors should provide guidance to their Head Start Programs on the types and amounts of chemical products needed for use by a Head Start Center.**

1. The Head Start Center program is not required to have a hazard communication program as required by OSHA, 1910.1200 if a Head Start Center uses consumer products or hazardous substances, as those terms are defined in the Consumer Product Safety Act (15U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq) respectively, where the grantee can show:
  - a. that consumer products or hazardous substances are used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and;
  - b. the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended.(PC-HSPS-1304.53(a)(8); PC-HSPS-1304.53(a)(10)(iii); (A-OSHA-1910.1200(b)(6)(ix))

**To meet this exemption, the grantee need only show that employee use of a consumer product containing hazardous chemicals is of a duration and frequency that clearly does not exceed what a reasonable person would concede to be normal consumer use in a home environment. A common sense approach must be used in evaluating the need for a Hazard Communication Program. The frequency and duration of use must be considered. For example, it may not be necessary to have a data sheet for a can of cleanser used to clean the sink in a restroom. However, if such cleanser is used in large quantities to clean processing equipment, it should be addressed in the Hazard Communication Program.**

2. The Head Start Center uses consumer products or hazardous substances, for purposes or in amounts and frequencies other than as described in Section 4-117(1), and the Head Start Center has a hazard communication program as described in OSHA, Title 15, Chapter 47, Section 1910.1200. The hazard communication program includes an identified responsible staff, a written hazard communication program document, a list of all hazardous chemicals in the Head Start Center, material safety data sheets for all hazardous chemicals, and employee information and training. **If Consumer products are labeled in**

accordance with the Consumer Product Safety Commission, then this label will suffice. MSDS sheets and training are required as for any other hazardous chemical. The Environmental Health Advisor assists the Head Start Director with development of the hazardous communication program.

(PC-HSPS-1304.53(a)(8); PC-HSPS-1304.53(a)(10)(iii); (A-OSHA-1910.1200(b)(5)(v))

3. If the Head Start Program uses chemical products other than consumer products or in amounts not available to consumers, then the Head Start Program has a Hazard Communication Program. The hazard communication program includes an identified responsible staff, a written hazard communication program document, a list of all hazardous chemicals in the Head Start Center, material safety data sheets for all hazardous chemicals, specific labels on all hazardous chemicals, and employee information and training. (PC-HSPS-1304.53(a)(8); A-OSHA-1910.1200)
4. All chemical products used at the Head Start Center are used in accordance with the manufacturer's labeled instructions. (PC-HSPS-1304.53(a)(8))
5. The Health Service Advisory Committee reviews the MSDS and information on any other hazardous or toxic materials prior to purchase for use by the Head Start Program and, whenever possible, replaces the toxic substances with non-toxic substitutes. (PC-HSPS-1304.53(a)(8); PC-HSPS-1304.53(a)(10)(iii))
6. Access to hazardous sections of a Head Start Center is restricted to authorized personnel. Doors to these areas are closed and locked when children are present. **Hazardous areas of the Head Start Center can include, but not be limited to, storage rooms, utility spaces and rooms, furnace rooms, janitor's closets, and attics.** (PC-HSPS-1304.53(a)(10)(iii))
7. Hazardous or toxic substances are kept in a location inaccessible to children and separate from medications and food. (PC-HSPS-1304.53(a)(10)(iii))
8. Poisonous or potentially poisonous plants on the premises are inaccessible to children. All plants accessible to children are identified and checked by name with the local poison control center or county cooperative extension agent to determine safe use. (PC-HSPS-1304.53(a)(8); PC-HSPS-1304.53(a)(10)(viii))
9. All toys are age appropriate, contain no toxic materials, and are in good repair. All art supplies in the Center are non-toxic. (PC-HSPS-1304.53(b)(1)(vi))
10. All classroom equipment, including play equipment, and countertops, are designed with smooth rounded corners. (PC-HSPS-1304.53(b)(1)(vi))

Section 4-118 Choking Hazards

1. All toys are age appropriate and pose no choking risk. **(PC-HSPS-1304.53(b)(1)(vi))**
2. Coins, safety pins, paper clips, marbles, and similar small objects are not available for children under 3 years of age. Children under the age of 3 years do not have access to plastic bags. It is strongly recommended that rubber balloons, inflated or un-inflated, be banned from the Head Start Center. **(PC-HSPS-1304.53(b)(1)(vi))**
3. Small objects such as beads, buttons or other similar objects are used only under supervision and only by children 3 years of age or older. The Teacher inspects and cleans up areas where these small objects have been used to ensure they are not found by young children. **(PC-HSPS-1304.53(b)(1)(vi))**
4. Foods that are round, hard, small, thick and sticky, smooth or slippery are not offered to children under 3 years of age. Examples of such foods include hot dogs (sliced into rounds), whole grapes, hard candy, nuts, seeds, raw peas, dried fruit, pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter, and chunks of meat larger than can be swallowed whole. **(PC-HSPS-1304.23(e))**
5. For Early Head Start programs food for infants and toddlers are cut in small pieces no larger than ¼ inch cubes. **(PC-HSPS-1304.23(e))**

Section 4-119 Transportation

**(Unless otherwise noted, these requirements become effective on January 18, 2002)**

1. When a grantee or their delegate agency provides transportation services or when transportation services are provided through another organization or an individual, the agency must ensure the compliance of the transportation provider with the requirements of 45CFR, Chapter XIII, Part 1310 – Head Start Transportation. **(A-HSPS-1310.10(c))**
2. This rule applies to all Head Start and Early Head Start grantees, and their delegate agencies, regardless of whether such transportation is provided directly on agency owned or leased vehicles or through arrangement with a private or public transportation provider. **(A-HSPS-1310.2(a))**
3. Each vehicle used for providing transportation services is equipped with:



- a. a communication system to call for assistance in case of an emergency;
  - b. safety equipment for use in an emergency, including a charged fire extinguisher that is properly mounted near the driver's seat and a sign indicating its location;
  - c. a first aid kit and a sign indicating the location of such equipment;
  - d. a seat belt cutter for use in an emergency evacuation and a sign indicating its location. **(A-HSPS -1310.10(d)(1-4))**
4. Any auxiliary seating used in vehicles of any type providing transportation services are built into the vehicle by the manufacturer as part of its standard design, are maintained in proper working order, and are inspected as part of the annual inspection. **(A-HSPS-1310.10(e))**
  5. Accidents involving vehicles that transport children receiving transportation such services are reported in accordance with applicable Tribal or State requirements. **(A-HSPS-1310.10(f))**
  6. Children are only released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian. **(A-HSPS-1310.10(g))**
  7. **(By January 20, 2004)** All vehicles used to transport children 50 pounds and under as part of the transportation services are equipped for use of height- and weight-appropriate child safety restraint systems. **(A-HSPS-1310.11)**
  8. **(By January 18, 2006)** Transportation services only use school buses or allowable alternate vehicles to transport children enrolled in the Head Start or Early Head Start that are equipped for use height- and weight-appropriate child safety restraint systems and have reverse beepers. **(A-HSPS-1310.12(a))**
  9. Any new vehicles purchased after February 20, 2001 by Head Start and Early Head Start programs for use in transportation services are either a school bus or an allowable alternate vehicle and equipped with the following equipment:
    - a. for use of height- and weight-appropriate child safety restraint systems; and,
    - b. with a reverse beeper. **(A-HSPS-1310.12(b)(1-2))**
  10. Vehicles used to provide transportation services are maintained in safe operating condition at all times. The grantee or their delegate agency operating the vehicle must establish and implement procedures for:
    - a. a thorough safety inspection of each vehicle on at least an annual basis through an inspection program licensed or operated by the Tribe or State
    - b. systematic preventative maintenance on such vehicles

- c. daily pre-trip inspection of the vehicles by the driver. **(A-HSPS-1310.13(a-c))**
11. Grantees that provide transportation services ensures that:
  - a. on a vehicle equipped for use of such devices, any child weighing 50 pounds or less is seated in a child restraint system appropriate to the height and weight of the child while the vehicle is in motion; and,
  - b. baggage or other items are properly stowed and secured, the aisles remain clear and the doors and emergency exits remain unobstructed at all times. **(A-HSPS-1310.15(a-b))**
12. **(By January 20, 2004)** For each transportation vehicle there is at least one bus monitor on board at all times, with additional bus monitors provided as necessary, such as when needed to accommodate the needs of children with disabilities. **(A-HSPS-1310.15(c))**
13. Except for bus monitors assisting with children, all vehicle occupants are seated and wearing height and weight appropriate safety restraints while the vehicle is in motion. **(A-HSPS-1310.10.15 (d))**
14. In States where such licenses are granted, persons who drive vehicles used to provide transportation services have a valid Commercial Driver's License (CDL) in the same class as the vehicle that the driver operates. **(A-HSPS-1310.16(a))**
15. **(By April 18, 2002)** Every driver receives a combination of classroom instruction and behind-the-wheel instruction sufficient to enable each driver to:
  - a. operate the vehicle in a safe and efficient manner;
  - b. safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers;
  - c. administer first aid;
  - d. handle emergency situations, including vehicle evacuation procedures;
  - e. operate any special equipment (i.e., wheelchair lifts, assistance devices, special occupant restraints);
  - f. conduct routine maintenance and safety checks of the vehicle; and,
  - g. maintain accurate records as necessary.
  - h. transport children with disabilities. **(A-HSPS-1310.17(c))**
16. Every driver receives annual refresher training courses including the topics listed in Section 4-119.15 above, and any additional required training. **(A-HSPS-1310.17(a&d))**
17. The annual evaluation of each driver includes an on-board observation of road performance. **(A-HSPS-1310.17(f)(1))**

18. Bus monitors, prior to assignment, are trained on child boarding and exiting procedures, use of child restraint systems, any required paperwork, responses to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre- and post-trip vehicle check. **(A-HSPS-1310.17(f)(2))**
19. The grantee or their delegate agency providing transportation services in planning fixed routes the safety of the children being transported is the primary consideration. The following basic principals of trip routing are adhered to:
  - a. The time a child is in transit to and from the Head Start or Early Head Start program must not exceed one hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical. **(A-HSPS-1310.20(b)(1))**
  - b. Vehicles are not loaded beyond the maximum capacity at any time. **(A-HSPS-1310.20(b)(2))**
  - c. Vehicles must not be required to back up or make “U” turns, except when necessary for reasons of safety or because of physical barriers. Each agency ensures that no vehicles are loaded beyond the maximum capacity at any time. **(A-HSPS-1310.20(b)(3))**
  - d. Stops must be located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle. **(A-HSPS-1310.20(b)(4))**
  - e. When possible stops must be located to eliminate the need for children to cross the street or highway to board or leave the vehicle. **(A-HSPS-1310.20(b)(5))**
  - f. If children must cross the street before boarding or after leaving the vehicle because curbside drop off or pick up is impossible, they must be escorted across the street by the bus monitor or another adult. **(A-HSPS-1310.20(b)(6))**
20. Within the first 30 days of the program year, each child who receives transportation services by the grantee or their delegate agency, is provided with the following transportation and pedestrian safety education:
  - a. safe riding practices;
  - b. safety procedures for boarding and leaving the vehicle;
  - c. safety procedures in crossing the street to and from the vehicle at stops;
  - d. recognition of the danger zones around the vehicle; and,
  - e. emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding. **(A-HSPS-1310.21(b)(1-5))**
21. Within the first 30 days of the program year, parents of children who receives transportation services by the grantee or their delegate agency, is provided with the following transportation and pedestrian safety education:

- a. the importance of escorting their children to the vehicle stop and the importance of reinforcing the training provided to children regarding vehicle safety; and,
  - b. complements the training provided to the children so that safety practices can be reinforced both in Head Start and at home by the parent. **(A-HSPS-1310.21(c)(1-2)**
22. There are at least two bus evacuation drills, in addition to the one provided to the children during their training, every program year. **(A-HSPS-1310.21(d))**
23. **(By January 18, 2006)** The grantee or delegate agency provides school buses or allowable alternate vehicles adapted or designed for transportation of children with disabilities available as necessary to transport such children enrolled in the program. **(A-HSPS-1310.22(a))**

Section 4-120 Outdoor Environment

1. All playground equipment is age appropriate, of safe design, and free of hazards. The equipment and layout of the playground complies with the Consumer Product Safety Commission's, Handbook for Public Playground Safety and the requirements of the American Society of Testing Materials, or equivalent standards. **(PC-HSPS-1304.53(a)(7); PC-HSPS-1304.53(a)(10)(x))**
2. The general playground area is checked daily for broken glass, trash and other foreign materials and for areas of poor drainage and accumulations of water and ice. Safety policies and procedures include documentation of these daily inspections and the findings. **(PC-HSPS-1304.52(g)(5); PC-HSPS-1304.53(a)(7); PC-HSPS-1304.53(a)(10)(viii))**
3. Playgrounds are accessible to persons with disabilities, in accordance with the final ruling of the American's With Disabilities Act, Play Areas as required by the Head Start Performance Standards. **(PC-HSPS-1304.21(a)(5)(iii); PC-HSPS-1304.53(a)(10)(xvii); PC-HSPS-1308.4(c))**
4. All outdoor areas normally occupied by children, such as recreation areas or playgrounds, are separated from any roadway, parking lot or other area intended for the use of motor vehicles by a fence, through which children are not able to pass. The fence stands a minimum of 48 inches (122 cm) high. The fence prevents children from leaving the premises and prevents animals from entering the child play areas. **(PC-HSPS-1304.53(a)(9))**

5. Monthly inspections of the playground equipment are conducted and documented and identified hazards eliminated. **(PC-HSPS-1304.53(a)(10)(viii))**
6. Each Head Start Center maintains all information and records pertaining to the manufacture, installation and regular inspection of playground safety equipment. Report forms are used to record the results of monthly maintenance checks on play equipment and surfaces. **(PC-HSPS-1304.53(a)(7))**

Section 4-121 Environmental Hazards

1. Head Start Centers are located on a well-drained site free from hazards, and in areas not subject to high air pollution, loud or constant noises, or heavy traffic and away from unsafe structures, deep excavations, radiation and any other unsafe or harmful environmental conditions.  
**(PC-HSPS-1304.53(a)(7); PC-HSPS-1304.53(a)(10)(viii))**
2. Environmental hazards, such as pits, storm shelters, abandoned wells, or abandoned appliances, which present a risk for entrapment or burial, within or near the grounds of the Head Start Center, are covered, made inaccessible to children or removed. **(PC-HSPS-1304.53(a)(10)(viii))**
3. The Head Start Center does not have radon in excess of 4 picocuries per liter of air, as measured according to approved standard procedures inside the building, or as certified by the State that the Head Start is in a radon safe area. **(PC-HSPS-1304.53(a)(8))**
4. If a Head Start Center is located in a high-risk radon area, additional risk based sampling may be required by the Environmental Health Advisor or by local, State or Tribal requirements. In these areas, remodeling or renovation of the Head Start Center may require additional sampling. **(PC-HSPS-1304.53(a)(8))**
5. When lead based paint is present at the Head Start Center and an EPA or State certified Lead Based Paint Risk Assessor has determined that the paint should be left in place, then annual inspections for visible signs of deterioration of the lead based paint are conducted and documented.  
**(PC-HSPS-1304.53(a)(6); 1304.53(a)(10)(ix))**
6. Removal or abatement of environmental contaminants is performed by licensed contractors with expertise on that specific contaminant.  
**(PC-HSPS-1304.53(a)(10)(xviii))**
7. Maintenance and repair workers are informed of the presence of environmental hazards such as, but not limited to, lead, asbestos, formaldehyde and radon. **PC-HSPS-1304.53(a)(7)**

8. Participants, staff and visitors are not exposed to hazardous levels of asbestos, radon, lead, formaldehyde, Polychlorobiphenals (PCB) containing light ballasts or any substance known to be a carcinogen or reasonably anticipated to be a carcinogen, or any physical, chemical or biological hazard, or disease vector. **(PC-HSPS-1304.53(a)(8); PC-HSPS-1304.53(a)(10)(viii))**
9. The use of hazardous materials, inside and outside, is prohibited in the construction of the Head Start Center, including, but not limited to; lead-based paint (interior or exterior), lead-based solder (on potable water pipes), lead pipes or joints (for potable water plumbing), and asbestos containing materials. **If any of these hazardous materials are identified and present inside or outside the Head Start Center, the Head Start Director works with the Environmental Health Advisor to develop an approved abatement or management plan.** **(PC-HSPS-1304.53(a)(10)(ix); PC-HSPS-1304.53(a)(8))**
10. Tobacco use of any kind, other than for religious or spiritual purposes, is prohibited by any child, staff member, or visitor within the Head Start Center, which includes the grounds. **(PC-HSPS-1304.53(a)(8));(A-ACYF-11-HS-95-04)**
11. Animals, wild or domestic, are permitted within the Head Start Center or grounds, only with the approval of the Environmental Health Advisor. The Head Start Program has specific policies and procedures established for any animal allowed on the premises, including care, vaccination and handling. **Any animal has the potential for spreading disease or causing injury to children. Animals such as turtles, parrots, parakeets and ferrets are generally considered unacceptable for the Head Start environment because they are known to transmit diseases to humans (Salmonellosis, Psittacosis).** **(PC-HSPS-1304.53(a)(8))**

Section 4-122      Food Protection

1. Head Start food service operations comply with the most recent edition of the FDA Food Code, or other applicable Tribal, State or local food codes. The Environmental Health Advisor surveys, or verifies that the food service is surveyed, annually. **(PC-HSPS-1304.23(e)(1); PC-HSPS-1304.53(a)(6))**
2. Food that is procured from outside the Head Start Center, prepared or unprepared, comes from an approved source as defined in the applicable food code. **(PC-HSPS-1304.23(e)(1))**

3. When required by local Tribal ordinance, all Head Start Center staff that are involved with food handling possess a current food handler card, or other evidence of current food handler training. **(PC-HSPS-1304.53(a)(6))**
4. Children do not engage in preparing, dispensing or serving food in a way that poses a potential for food contamination. During meal service, children are adequately supervised and follow proper hygienic practices, such as handwashing, proper handling of serving utensils, and proper care not to contaminate food. Foods served during meals are not re-served or saved for the next day. **Children participate in food related activities such as setting tables, clearing dishes, passing food, and serving themselves food from common use food containers. (PC-HSPS-1304.23(c)(7))**
5. Early Head Start Programs have policies and procedures to ensure the safety of infant and toddler foods to include feeding schedules, amounts and types of foods provided, and the handling and storage of breast milk and baby foods. **(PC-HSPS-1304.23(e)(1)&(2))**
6. Infant and toddler foods, such as milk, formula and other food items, are not heated using microwave ovens. **(PC-HSPS-1304.23(e)(1)&(2))**
7. Infants are held while being fed and are not laid down to sleep with a bottle. **(A-HSPS-1304.23(c)(5))**

## CHAPTER 5 – RESOURCES AND REFERENCES

### Section 5-101 National Codes Model

The latest editions of the following nationally recognized codes, or equivalent Tribal, State or local codes should be applied to Head Start Programs: **(HSPS-1304.53(a)(6))**

1. National Fire Protection Association (NFPA): The NFPA is an organization of physicians, engineers, architects, State and Federal government officials, State and local fire marshals, insurance experts, materials testing experts, and business representatives that produce, revise and maintain over 275 fire codes and standards. NFPA fire codes and standards are written to be specific to building type, materials and equipment. All NFPA codes and standards are nationally recognized as minimum fire safety requirements. Applicable chapters and sections cited throughout the Model Tribal Head Start Health and Safety Code are included below.
  - a. Code for Portable Fire Extinguishers, NFPA 10: For use by persons charged with selecting, purchasing, installing, approving, listing, designing, and maintaining portable fire extinguishing equipment.
  - b. National Fuel Gas Code, NFPA 54: A fire safety code covering fuel gas piping systems and accessories from the point of delivery to the connection with each gas utilization device or appliance.
  - c. Standard for Storage and Handling of Liquefied Petroleum Gases, NFPA 58: A fire safety code covering all aspects of containers, pressure regulators, piping components, and delivery connections for liquefied petroleum gases (propane or butane) delivered to a building as a fuel gas.
  - d. National Electric Code, NFPA 70: A fire and electrical safety code covering the installation and maintenance of electrical conductors in, or on public or private buildings. This code also covers the installation of the supply of electricity to any building from the electric utility.
  - e. Life Safety Code, NFPA 101: A fire safety code that solely addresses life protection issues. This code is not intended to protect property, but is intended to address specific Head Start Center construction and occupant protection features necessary to minimize danger to life from fire, smoke, fumes or panic.
  - f. Standard for Chimneys, Fireplaces, Vents and Solid Fuel Burning Appliances, NFPA 211: The primary concern of this standard is the removal



of toxic waste gases and the reduction of fire hazards associated with the construction, installation and maintenance of chimneys, fireplaces, ventilation systems and solid fuel (wood/pellet) burning appliances.

2. Occupational Safety and Health Administration(OSHA): The OSHA regulations are required as a result of the Occupational Health and Safety Act of 1970 - P.L. 91-956. This Federal law is intended to prevent occupational disease and injuries in workers, and to reduce the risk of exposure to hazardous materials in the workplace. The law also established workplace standards and exposure limits for various toxic chemicals or hazardous conditions in the workplace. Provisions are also in the law for communication of workplace hazards to the community and individual workers.
  - a. Occupational Safety and Health Administration, Bloodborne Pathogens, 29 CFR Part 1910.1030: The Bloodborne pathogens standard is a subpart of the Occupational Safety and Health Standard. The bloodborne pathogens standard is intended to protect employees from pathogenic microorganisms that are present in human blood and other body fluids that can cause disease in humans. This standards presents the use of universal precautions to protect employees.
  - b. Occupational Safety and Health Administration, Hazard Communication, 29 CFR Part 1910.1200: The Hazard Communication Standard was established because employees have a need and right to know the hazards and identities of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent adverse effects from occurring. The Hazard Communication Standard provides information to employers who simply use chemicals on how to establish a workplace program to communicate information to employees.
3. Uniform Plumbing Code(UPC) Uniform plumbing codes and standards developed by the International Association of Plumbing and Mechanical Officials (IAPMO). The intent of the code is to provide minimum construction, maintenance and materials standards for the overall protection of public health, safety and welfare.
4. U.S. Consumer Products Safety Commission Guidelines: An independent Federal regulatory agency that helps keep American families safe through publications and consumer alerts intent on raising consumer awareness to unsafe or defective products. The agency's activities are intended to reduce the risk of injury or death from consumer products. The CPSC's *Handbook of Public Playground Safety* is specifically referenced as the minimum standards for playgrounds and the hazards associated with them. Consumer alert documents referenced by the Model Head Start Health and Safety Code are concerned with

crib safety and choking hazards.

5. Uniform Building Code(UBC) - Uniform building codes and standards developed by the International Association of Plumbing and Mechanical Officials (IAPMO). The purpose of the code is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating design, construction, quality of materials, use or occupancy, location and maintenance of all buildings.
6. Public Law 93-523 Safe Drinking Water Act, as amended: The act authorizes EPA to establish regulations for drinking water in public water systems. The EPA has established maximum contaminant levels for microbiological, radiological, organic and inorganic constituents. Sampling is the only way to determine compliance with the EPA regulations and maintaining the public health.
7. Federal Insecticide, Fungicide, and Rodenticide Act of 1972, as amended - P.L. 92-516: The act requires all pesticides be registered and used strictly in accordance with label instructions; gives EPA authority to prohibit or restrict pesticide uses and applications by a certified or trained person. The act also regulates storage and disposal methods for pesticides.
8. FDA Food Code: The purpose of this code is to safeguard public health, prevent foodborne illness, and provide consumers with food that is safe, unadulterated and honestly presented.
9. Lead Contamination Control Act of 1988: Requires that lead be at a safe level in the drinking water provided by schools and day care centers. This Act requires schools, Head Start Centers and Day Care Centers to sample and test the drinking and cooking water in their center for lead. The Centers for Disease Control and Prevention (CDC) is authorized under the act to provide funds for lead screening and removal of lead sources in schools and day care centers.
10. Federal Rehabilitation Act, 29 U.S.C.: In Section 504 of the Federal Rehabilitation Act, the Architectural and Transportation Barriers Compliance Board was created. This Board is responsible for establishing and maintaining minimum standards for the Architecture Barriers Act of 1968 and the Americans with Disabilities Act of 1990. The Board developed the Uniform Federal Accessibility Standards to ensure accessibility by physically handicapped persons for Federal and federally-funded facilities.

#### Section 5-102 Resources

1. Caring For Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs also titled. A 1992 joint

collaborative project of the American Public Health Association, the American Academy of Pediatrics and the Maternal and Child Health Bureau, Health Resources and Services Administration, Department of Health and Human Services. (ISBN 0-87553-205-5)

Model

2. Example Head Start Health and Safety Policies and Procedures, Indian Health Service, Office of Environmental Health and Engineering, Division of Environmental Health Services. Copies of the document can be obtained by contacting the local Indian Health Service, Office of Environmental Health and Engineering, Division of Environmental Health Services.
3. Stepping Stones to Using Caring For Our Children, National Health and Safety Performance Standards, Guidelines for Out-of-Home Child Care Programs. A 1997 document from the Maternal and Child Health Bureau, Health Resources and Services Administration, Department of Health and Human Services. (For Copies contact publisher at 1-800-598-KIDS, or via email at <http://nrc.uchsc.edu>)
4. The Healthy School Meals Resource System (HSMRS). A searchable web site, providing information to persons working in USDA's Child Nutrition Programs. <http://schoolmeals.nal.usda.gov:800l/index.html>
5. The FDA Food Code, 1999., United States Food and Drug Administration, current edition of the Model Food Code. <http://vm.cfsan.fda.gov/~dms/foodcode.html>
6. The Consumer Product Safety Commission news and searchable recall list by product or manufacturer. <http://www.cpsc.gov/cpsc/pub/prerel/prerel.html>
7. The Consumer Product Safety Commission reading room and information resources regarding product safety. This site has publications and alerts on the selection and use of toys, equipment, and clothing. <http://www.cpsc.gov/library/library.html>
8. The National Highway Traffic and Safety Commission's School Bus Safety Division Resources, which includes general information, information regarding children, vehicle regulation, and occupant protection information. <http://www.nhtsa.dot.gov/people/injury/buses/>
9. The ABCs of Safe and Healthy Child Care: The Centers for Disease Control and Prevention (CDC) new handbook for child care providers--a 139-page spiral bound book which includes information on how disease is spread and recommends policies and practices that should be instituted in child care settings to prevent disease, injury, and environmental exposures. The ABCs of Safe and Healthy Child Care replaces CDC's previous publication, What to do to Stop

Disease in Child Day Care Centers.

(<http://www.cdc.gov/ncidod/hip/abc/facts18.htm>--electronic copy)

10. Handbook for Public Playground Safety. A detailed working blue print to help local communities, schools, day care centers, corporations, and other groups build safe playgrounds. It includes technical safety guidelines for designing, constructing, operating, and maintaining public playgrounds.  
(<http://www.cpsc.gov/cpsc/pub/pubs/325.pdf>, electronic copy)
11. American Society for Testing and Material (ASTM) F 1487—98, Standard consumer Safety Performance Specification for Playground Equipment for Public Use: Specifications established for public playground equipment to address injuries identified by the U.S. Consumer Product Safety Commission. These are voluntary standards all playground equipment should meet for children ages 2 through 12.

Appendix A

Recommended Health and Safety Policies and Procedures

- Imminent Health Hazard Policy
- Environmental Survey and Evaluation Policy
- Staff Ratio Policy
- Plan Review Policy
- Health Service Advisory Committee Policy
- Parental/Community Health and Safety Concerns policy.
- Health Records Policy.
- Immunization Policy
- Health Screening Policy
- Medication Handling, Storage and Administration Policy
- Daily Health Assessment Policy
- Incident Log Policy
- Exclusion/Re-admission Policy
- Tobacco Use Policy
- Animal Policy
- Health Education Policy
- Infections Disease Policy
- Sanitation and Disinfection Policy
- Infectious Disease Outbreak Policy
- Water Supply Policy
- Liquid Waste Disposal Policy
- Solid Waste Disposal Policy
- Vector Control Policy
- Pesticide Use/Documentation Policy
- General Safety Policy
- Fire Safety Policy
- Toxic Substances Policy
- Playground Safety Policy
- Injury Prevention Policy
- Transportation Safety Policy

- Emergency Policy
- Emergency Contact Policy
- Emergency Evacuation Policy
- Bus and Transportation Emergency Policy
- Medical Emergency Policy
- Weather Emergency Policy
- Violent Behavior policy
- Bomb Threat Policy
- Missing Child Policy
- Handicapped Accessibility Policy
- Heating, Air-conditioning and Ventilation Policy
- Electrical System Policy
- Plumbing Policy
- Lighting Policy
- Food Service Policy
- Infant Food Service Policy

Model