

## Agency Wide Policy and Procedure

**SECTION: Health and Safety**

**SUBJECT: Staff Allergies and Sensitivities**

**POLICY NUMBER: 6.20**

**ATTACHMENTS:**

**APPROVAL DATE: 10/25**

**REVISION DATE:**

---

**Policy:** First Resources Corp is committed to maintaining a safe and supportive environment for both staff and clients. By proactively identifying and managing food, environmental, and scent sensitivities, First Resources Corp will promote health, safety, and respect for all while honoring each client's right to choice, dignity, and autonomy.

### **Disclosure Process:**

1. Staff are encouraged to report on any food, scent, or environmental allergies or sensitivities that may require workplace precautions. Disclosures should be made to the Supervisor and the Human Resources Department.
2. Staff should complete the Staff Allergy & Sensitivity Disclosure Form, providing it to both the Supervisor and Human Resources Department for documentation. No medical documentation is required unless a formal accommodation request is initiated under ADA/HR review.
3. Supervisors will record all disclosures in the confidential Staff Allergy & Sensitivity Log and communicate any necessary precautions to site staff and/or clients in a respectful and safety-focused manner.
4. When new allergies are disclosed, supervisors will promptly communicate updates to all site staff and, with permission, facilitate discussion with clients to support transparency and safety within 24 business hours

### **Client Rights & Meal Preparation:**

1. Clients retain the right to make their own food choices in accordance with person-centered principles and program rights.
2. When a staff with food sensitivity or airborne allergy is on shift, staff should redirect clients from cooking or using those specific items whenever possible, explaining the reason respectfully and focusing on shared safety (*e.g., "That food can make someone sick if they're around it. May we try something else tonight?"*).
3. Staff may not bring in, store, prepare, or consume restricted food items while on duty or within program refrigerators.
4. If a client chooses to prepare a restricted item despite redirection, the staff should ensure proper ventilation, maintain physical distance, and contact the supervisor or on-call for guidance on how to proceed safely. When possible, staff should transfer care responsibilities to another team member to reduce exposure.

5. Staff should ensure the area is cleaned and sanitized within 30 minutes of consumption in partnership with the client. This promotes both health and education in self-sufficiency.

**Cleaning & Environmental Safety:**

1. When environmental sensitivity has been identified, staff should use unscented or hypoallergenic cleaning products whenever possible.
2. Limit bleach and ammonia use when affected staff are on shift, and substitute with approved alternative cleaners when feasible.
3. Ensure proper ventilation (e.g., open windows, use fans, or dilute products) whenever strong cleaning agents are used.
4. First Resources Corp. will provide latex-free gloves or equivalent alternatives upon request when sensitivities are reported.

**Emergency Response:**

1. If a staff member experiences an allergic reaction, coworkers should immediately take over client supervision to maintain safety.
2. Call 911 immediately for any severe or potentially anaphylactic reaction.
3. Follow all first aid and emergency procedures as outlined in agency protocol.
4. Once the situation is stabilized, complete an Employee Injury, Illness, and Accident Report and notify the Supervisor or on-call as soon as possible.
5. The Supervisor will review the incident, ensure proper follow-up, and update allergy precautions or documentation as needed.

**Leadership Accountability:**

1. Supervisors will review the Staff Allergy & Sensitivity Log monthly and update site communication boards and restricted food lists as needed.
2. First Resources Corp will ensure allergy precautions and safety procedures are reviewed during new hire onboarding, staff meetings, and ongoing training opportunities.
3. Leadership will model respectful, proactive communication between staff and clients regarding allergy-related precautions, ensuring that safety measures are implemented consistently and in alignment with person-centered principles.
4. Quarterly refreshers on food safety, cross-contamination prevention, and allergy awareness will be incorporated into existing staff training schedules to maintain awareness and education.
5. This policy will be reviewed with clients during house meetings at least quarterly, and allergies will be reviewed monthly to reinforce shared awareness and promote a safe, collaborative environment.