

## ADMINISTRATIVE POLICY

- 1 All sites operated by OPTIONS will be maintained free from insects and rodents by having an effective pest control program.
  - 1.1 Personnel will immediately report to the on-site supervisor any evidence of insects or rodents. The on-site supervisor will take immediate action to make the area free from insects, rodents or other pests.
  - 1.2 OPTIONS will maintain contracts with pest control companies to inspect OPTIONS sites per the regulations of each site and as deemed necessary.
  - 1.3 All necessary precautions will be taken to protect persons served and staff from exposure to pesticides.
  - 1.4 All necessary precautions will be taken to protect medications and food items from exposure to pesticides.

POLICY DATE: February 1996  
REVISED: April 2004  
REVISED: August 2007  
REVISED: May 2012  
REVISED: April 2014  
REVIEWED: September 2015  
REVIEWED: September 2016  
REVIEWED: October 2017  
REVIEWED: October 2018  
REVIEWED: November 2019  
REVIEWED: November 2020  
REVISED: January 2022  
REVISED: February 2023