

<b>UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES</b>		
<b>Policy: 04-07</b>		<b>Page 1 of 3</b>
<b>SAFETY AND HEALTH PRACTICES</b>		
<p><b>RATIONALE:</b> Division facilities/programs should be maintained and in good working order to ensure a clean, safe, and healthy environment for the minors in the care of JJYS.</p> <p><i>Replaces: 04-07 Safety and Health Practices</i></p> <p><i>Related Policies, Applicable Standards, Statutes: JJYS Policy 01-12 Juvenile Food Service; 04-01 Juvenile Rights and Responsibilities; Section 7 Medical</i></p>		
<b>Original Effective: August 11, 2004</b>	<b>Revision: March 6, 2024</b>	<b>Next Review Due: March 7, 2027</b>

**I. DESCRIPTION**

Division staff have a responsibility to provide and maintain a clean, safe, and healthy environment for the minors in our care. Staff shall encourage and assist minors in the acquisition of appropriate health and hygiene skills. Staff shall follow safety and health practices when providing services to minors.

**II. DEFINITIONS**

- A. **Period products:** Tampons, sanitary napkins, or other similar products designed for hygiene in connection with the human menstrual cycle.

**III. POLICY**

- A. A toilet and sink with hot and cold running water shall be available to minors in all Division facilities/programs 24 hours a day.
- B. Minors shall have access to a shower or bath daily to facilitate appropriate personal hygiene.
- C. Hair products and utensils necessary to maintain healthy hair regardless of hair texture, including, but not limited to, braids, cornrows/individuals, locks, afros, kinky curly, curls and twists shall be provided at no additional cost. Basic hair products shall not be removed to punish or consequence youth.

- D. Period products shall be available in JJYS female and unisex bathrooms in JJYS facilities at no additional cost.
- E. Staff shall provide all minors access to laundry service. Laundry services shall be sufficient to provide clean clothes.
- F. Staff shall be responsible to make routine checks, observe general maintenance needs and report them to maintenance staff as outlined in the program/facility operations manual. Staff shall keep work areas clean and organized.
- G. Staff responsible for the preparation and handling of food shall employ hygienic food handling techniques in accordance with the JJYS policy 01-12 Juvenile Food Service.

#### **IV. PROCEDURE**

- A. Linen and towels shall be changed and washed at least twice weekly.
- B. Staff shall supervise and assist minors to clean their personal and group living spaces daily to maintain high standards of cleanliness and safety. Adequate equipment and cleaning supplies shall be made available. When not in use, cleaning supplies shall be secured.
- C. All dishes and utensils shall be washed and sanitized after use.
- D. To ensure food is fresh and maintains its nutritional value, food shall be stored at appropriate temperatures and used within a reasonable period of time in accordance with the JJYS policy 01-12 Juvenile Food Service.
- E. Garbage shall be taken out daily, or more often as needed.
- F. Medical, dental and optometry services shall be available to minors in the custody of the Division to ensure good physical health is maintained. (See JJYS Policy Section 7, Medical, for specific policies and procedures related to medical and dental services.)
- G. If a contagious or infectious disease is diagnosed, the program medical staff shall coordinate with the local health department to determine the need for any immediate action, appropriate precautions and the provision of health education services.
- H. Minors shall have clothing that fits properly, is suitable to the climate, and is in good repair. Clothes shall be furnished either by the parent or the Division facility/program, according to the procedures in the operations manual. Staff shall encourage and assist minors to be clean, neat and dressed appropriately

#### **V. Continuous Renewal**

This policy shall be reviewed every three years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division of Juvenile Justice and Youth Services Executive Management Team and is approved upon the signature of the Director.



Brett Petersen, Director  
Division of Juvenile Justice & Youth Services

03/06/2024  
Signature Date