

## ADMINISTRATIVE POLICY

- 1 All facilities 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 each OPTIONS site at least once each quarter or more often when necessary.
  - 1.3 All necessary precautions will be taken to protect clients 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