

Village of Deposit
146 Front St.
Deposit, NY 13754

Rationale: Skin cancer is one of the most common cancers in the United States. The main cause of almost all forms of skin cancer is exposure to ultraviolet radiation (UV). The Village of Deposit, recognizes skin cancer's risk can be greatly reduced when precautions are practiced and is committed to ensuring that all its staff, volunteers, and public events are protected from UV radiation exposure. In line with our mission and core values, The Village of Deposit, will be implementing the following sun safety policy.

Objectives:

- To increase awareness of skin cancer and its preventative measures within staff, volunteers, and events messaging.
- Adopt sun safe policies for staff, volunteers, and events in order to decrease exposure to UV radiation.
- To develop strategies which encourage responsible decision making about sun protection amongst staff, volunteers, and event goers.

Policy:

Whenever possible or practical

Employees

Protective Clothing, Hats, Sunglasses

- Staff will wear sun-protective clothing and equipment when outside, year-round.
- Protective equipment includes:
 - A hat with a wide-brim that protects the face, neck, and ears
 - Safe and shatter resistant sunglasses with 100% UV protection

Sunscreen

- Staff will apply broad spectrum, water resistant sunscreen with a SPF of 15 or higher to all exposed areas and rub in well.
 - These areas will be especially applied:
 - Face
 - Nose
 - Ears
 - Feet

- Hands
- Application will be prior to 30 minutes before exposure to the sun, and every additional two hours if in the sun for a long period of time.
- If staff cannot use sunscreen for medical reasons, a note from a licensed provider must be given.

Shade Protection

- Staff will consider shading and timing when planning outdoor events.
- Sufficient areas of shade will be provided during outdoor events, and staff will be encouraged to seek shaded areas.
- Staff will remind and encourage volunteers and participants to seek shaded areas during outdoor events.
- Staff will monitor the heat index and will adjust events accordingly. Staff will be monitored closely for heat-related illnesses.
- Sun exposure will be limited as much as possible during the hours of 10 AM and 4 PM, when UV radiation is the strongest. Availability of shade will be considered when planning events during these times.

Education, Increasing Awareness, and Staff Development

- New staff will be orientated to this policy at time of hire and given a paper copy.
- Routine sun safety and skin cancer prevention training will be provided to all staff yearly
- The sun safety policy will be reinforced in a positive way by staff and educational reminders will be sent through newsletters, memos, and meetings.
- Signage will be posted to remind staff to practice sun safety.
- Skin cancer education and ways to protect the skin from UV radiation will be incorporated into staff reminders

Volunteers and Consumers

Protective Clothing, Hats, and Sunglasses

- Volunteers will be encouraged to wear sun-protective clothing and equipment when outside, year-round.
- Protective equipment includes:
 - A hat with a wide brim that protects the face, neck, and ears.
 - Safe, shatter resistant sunglasses with 100% UV protection.

Sunscreen

- Volunteers will be encouraged to apply broad spectrum, water resistant sunscreen with a SPF of 15 or higher to all exposed areas.
 - These areas should be especially applied:
 - Face
 - Nose

- Ears
 - Feet
 - Hands
- Application should be prior to 30 minutes before exposure, and every additional two hours if in the sun for a long period of time.

Shade Protection

- Staff will consider shading and timing when planning outdoor events with volunteers
- Sufficient areas of shade will be provided for at events and volunteers will be encouraged to seek shaded areas for outdoor events.
- Staff will remind and encourage volunteers to use shade during outdoor events.
- Volunteers will be monitored closely for heat-related illnesses.

Education, Increasing Awareness, and Volunteer Development

- Volunteers will be orientated to this policy at time of volunteer orientation and given a paper copy of this policy.
- Routine sun safety and skin cancer prevention training will be provided to all volunteers yearly.
- The sun safety policy will be reinforced in positive ways, and educational reminders will be sent through newsletters, memos, and meetings.
- Signage will be posted that reminds volunteers to practice sun safety.

Events

Sunscreen

- Broad spectrum, water resistant sunscreen with SPF 15 or higher will be provided for all participants
- Staff and volunteers will outline all areas in which sunscreen will be provided and encourage participants to utilize the sunscreen often.
- Staff and volunteers will inform participants to use sunscreen every two hours in the sun.

Shade Protection

- Shaded areas will be provided at all outdoor events and participants will be encouraged to seek shaded areas.
- Staff and volunteers will outline all shaded areas available for participants to utilize.
- Signage will be used to indicate sun safe and shaded areas.
- A medical shaded area will be provided where participants can go if heat-related illnesses may occur.
- Water will be provided in designated shaded areas.

Education and Increasing Awareness

- In a prominent designated area, information will be provided about sun safety and skin cancer prevention.
- Signage will be posted to remind participants to practice sun safety and seek designated shaded areas.
- Periodic announcements will be made to remind participants to seek shade and sunscreen application stations.
- Sun protection times will be prominently displayed will reminders for participants practice sun safety during these times.

Monitor and Review: This policy will be reviewed and modified accordingly by the Village of Deposit

Contact Person: Please contact Village Clerk's office for any questions or concerns regarding this policy.

Date Policy Adapted:

May 14, 2019