

LOCAL WELLNESS POLICY

This operational procedure applies to all Youth Services System residential care programs. It establishes policy regarding resident meals: to ensure that they are nutritional and served in pleasant surroundings, to ensure that all residents are provided Nutritional Education and Physical Education, and that they meet the West Virginia Department of Education Child Nutrition guidelines.

A committee shall be formed to develop, implement, evaluate, and maintain the local wellness policy. The committee will meet quarterly. The committee shall consist of the following:

1. RCMJC Superintendent or designee
2. Residential Program Managers
3. Residential Cook
4. Director of Operations
5. Registered Nurse

Food service personnel is responsible for developing a menu plan as follows:

1. Each resident is served at least the dietary specifications (nutrition standards) for calories, saturated fat, sodium, and trans -fat as directed by the Child Nutrition Program.
2. Menus are designed to provide meals that are not only nutritionally adequate, but also have a balance of color, flavor, and texture that add to meal enjoyment.
3. Menus are on a four-week rotation, and changed periodically, taking into consideration the average length of stay for a resident and the season of the year, i.e. summer/winter.
4. Menus reflect changes in season as well as holiday menus.
5. Meals are planned and prepared low in saturated fat, sodium, and sugar. Low-fat or non-fat milk shall be offered.
6. All staff eating from the scheduled menu eats at the same time, the same type of food, and the same amount allotted to resident.

Special Diets

Therapeutic diets are provided only under the following conditions:

1. When prescribed by appropriate medical/dental staff.
2. As directed by Youth Services System registered dietitian.

Religious Diets

The religion that the resident reports upon intake will be the religion followed for their stay at the facility. Religious diets will be served as follow:

1. Served for special occasions (holidays) or when specifically approved by the Program Manager (outings).
2. Substitutions form the regular menu must be of the same nutritional value as the regular meal on the menu.

Meal Service

Meals are served within the following guidelines:

1. Foods are served at the appropriate temperature to maintain safety, quality, taste and texture.
2. All residents receive three full meals per day, two of which must be hot meals, at regularly scheduled times within a twenty-four-hour period. There shall be no more than fourteen (14) hours between the dinner meal and the breakfast meal.
 - **No food may be purchased to replace a meal without prior program manager approval.**
3. Variations may be allowed based on weekend and holiday food serving demands. However, basic nutritional goals must be met.
4. Nutrition information posters shall be displayed in the eating area to encourage nutritional knowledge.

Meal Environment

Meals are provided with a family atmosphere, however, residents are directly supervised by staff. Staff are observant of the following during meals:

1. Food waste.
2. Unusual eating habits of residents (i.e. overeating, under-eating, etc). Incident report may be written and medical staff notified.
3. Intimidating residents out of food, especially dessert items.
4. Dangerous/unsafe behavior.

Hand Washing and Other Hygiene Issues

All residents are given time before and after meals for proper hygiene:

1. Residents are given time and encouraged to wash their hands prior to all meals and evening snack.
2. Residents are given time after meals for hygiene such as brushing teeth, using toilet facilities, etc.

Vending Machines

Vending machines are for employees only.

In addition, residents are not served carbonated drinks by staff unless approved by Program Manager.

Physical Activities

Physical activities are made available on a daily basis for every resident within the facility. The following are guidelines for physical activities:

1. Residents have at least one hour per day of active and/or therapeutic recreation and one hour per day of passive recreation.
2. Weather permitting, outdoor recreation will be made available every day unless the Program Manager determines the health or safety of the resident is at risk.

3. When weather does not permit outdoor physical activities, the staff will provide space for indoor physical activities.
4. Medical personnel may limit physical activities.
5. At no time are physical activities used as a punishment, nor will a resident be refused physical activities as a punishment.
6. All educational and physical activities are documented daily on an activity report.

Education

Program and educational components will be made available as follows:

1. Health and nutrition is taught to each resident through the education component, medical component, and programs component of the overall facility program.
2. Books on nutrition are made available through library services.
3. Charts are made for each resident to be able to visually see their progress.

Tobacco and Drug Programs

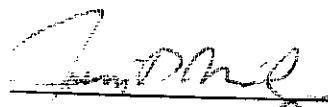
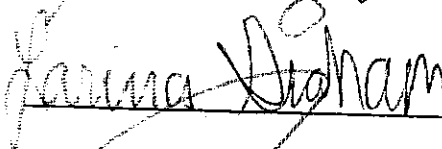
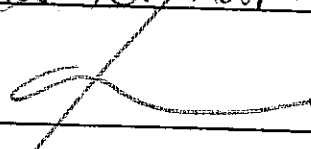
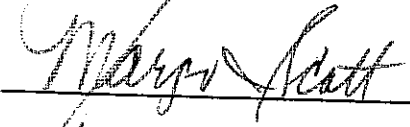

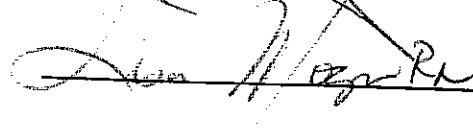
Programs are available to educate residents on health problems associated with tobacco, alcohol, and drug use.

Sanitation and Inspections

The kitchen facilities, including all food storage areas and refuse areas are inspected two (2) times per year by the West Virginia State Department of Health or County Health Department.

Signatures

Date

	<u>4/2/2019</u>
	<u>4-2-2019</u>
	<u>4/3/19</u>
	<u>4-3-19</u>
	<u>4/4/19</u>
	<u>4/4/19</u>

Jude Scott

4-8-19

Dotty Polivka

4-8-18