

Caregiver Allergies
Policy and Procedures

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Revised:

POLICY

In the effort to make the scheduling process more efficient and to prevent the assignment of caregivers into homes where their health might be affected, all Comfort Keepers are to complete a 'Caregiver Allergies Form'.

PROCEDURE

1. All applicants fill out a 'Caregiver Allergies Form' at their 2nd interview.
2. The scheduler updates the caregiver's allergy information on the Appointmate system.
3. The form is filed in the caregiver's personnel file.