

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.101 Management System
Subject: Radios in Offices

Policy:

It is the policy of Tri-County Community, Inc. Head Start/Early Head Start that the work environment will be free of excessive noise and distractions.

Procedure:

1. Staff will make every effort to decrease noise and distraction to other employees in the workplace.
2. Voices will be kept at a level not to disturb other staff.
3. Volume on radios in the offices must be kept at a level that cannot be heard in the hallway with office doors open.
4. Radios will be turned off if complaints are received about excessive noise from the radios.
5. The Head Start/Early Head Start Director will determine if the radio is distracting other staff.