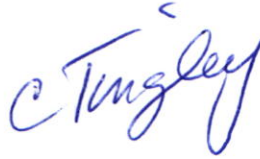


NC DIVISION OF PARKS AND RECREATION

May 25, 2018

STAFF DIRECTIVE 18-03

TO: All Division Staff
FROM: Carol A. Tingley, Deputy Director
SUBJECT: Safety Policy – Tick Bite Procedure



The purpose of this policy is to provide procedures for division employees to follow for the prevention and management of tick bites. Exposure to ticks while spending time outdoors especially in wooded areas, is common in North Carolina, particularly during warmer months. Tick bites are relatively common and some can transmit diseases to humans if not caught early and removed properly. Staff is encouraged to check for ticks after spending time outdoors, paying particular attention to areas of the body where ticks are likely to hide (scalp, waistband, groin, etc.)

Park employees should notify their supervisor upon finding a tick on their body, and the incident should be recorded on the attached tick log which should be maintained at each park unit.

For any questions regarding this policy, please contact the division safety consultant.