

R.E.A.C.H. For Tomorrow
Drug Screening Process

Employee Procedures, please review and follow which procedure would apply.

Pre-Employment Drug screening mandatory procedures:

Each employee must complete a drug screen through Adena Medical Center. The locations can be of the Employee's choice. Please review the Adena Locations attachment.

*For pre-employment, each new employee can only complete a drug screen in the operation business hours of **8:00am - 4:30pm** at any of the Adena locations.

Each employee has to complete the consent documents to release the results to REACH for tomorrow and advise Adena that is the employer to charge the costs to and send the results. REACH for Tomorrow information is in the Adena System. If you run into a problem, please call Heather Gibson cell 937-403-8488 or Nicholle Stratton cell 937-509-3762 immediately via text or phone call to advise if there is an issue while you are there.

*Also should any Adena clinical staff need to verify our account, our Adena drug screen business account contact is Melissa Davis of Adena who they can reach at 740-779-7297.

*Every donor will need to bring a photo ID to the testing site, the photo id must of course have a picture and their name. (Driver's License is the best preferred ID). Each employee will need to be prepared to urinate and know that if they cannot they are required to stay for up to 3 hours or until they would produce for the shy bladder process. Refusing to stay or leaving/disappearing anywhere without instruction or permission from staff during this time is a refusal to test and considered a positive.

* Over excessive drinking of water will show up in dilution of urine screening and will be problematic and possibly non-testable. Each donor should just drink their normal fluids like coffee, tea, soda, water, juice if they test in the morning. Do not drink over excessive water amounts, or should a donor come mid-day or late afternoon, again excessive drinking of water is again problematic and could result in non-testable sample. So do your normal fluid intake. If you do drink high levels of water as normal part of your diet, you may perhaps consider an alternative fluid like a juice for the bladder on the day of testing.

* Each employee will complete all Adena consent and any additional required documents need to complete the screening and release of screenings will be sent to REACH For Tomorrow. Attn: Nicholle Stratton.

Random Drug testing and or Accident or Injury Mandatory Procedures.

* Photo ID and check in is applicable the same in pre-employment procedures, along with completing any consents to release of documentation required by Adena. Along with urine dilution concerns or if you cannot produce urine, held up to three hours and should you leave the facility or site drug screen location that will be considered a failed drug screen and could lead to immediate termination.

The employee can without notice be asked to complete a random drug screen at any time or should you be in any accident /injury during your work hours, regardless you must notify both Heather Gibson and Nicholle Stratton immediately via text, phone call, voicemail or email and you can complete your screening, via at any location of your choice in Adena.

You must check in only at the Emergency Room,for random drug screen or accident and injury screenings, **You must also let Adena know you have been selected for a Random Drug screen, or you are completing an accident or injury required employer drug screen**, the appropriate staff will take you to the drug testing process and site in the hospital. You cannot skip this process and walk straight up to the clinic. Complete any Adena required consents and paperwork and advise Heather Gibson and Nicholle Stratton when you have completed the random or accident or injury required drug screen. You will be directed upon that point what to do further from Heather Gibson or Nicholle Stratton.

* Random drug screen notifications to each employee, will be sent out by REACH Human Resources Nicholle Stratton. Once Human Resources sends the notice which that is the time start of the required 8 hours of your random drug screen notice, It is not the time when you open your notice. It can be done directly In person,e-mail, text or phone call and voice mail can be done as your random notice communication time starts from Human resource. Failure to complete this random drug screen process is subject to immediate termination.

* accident or injury, should you need hospitalization, you must still complete consents and Adena could draw a urine or blood sample to complete this procedure for you.

* accident or injury , with no hospitalization, you follow checking in at the Emergency room and follow same procedures described above in this section.

Random, accident or Injury , drug screening hours are as follows , you can do this at any location, **24 hours a day, 7 days a week.**

Right as an Employee and Employer Rights.

All results will be sent via email or us mail to: Human Resources Nicholle Stratton.

CEO Heather Gbson is authorized to obtain knowledge of the screening results or to view your drug screening results or any medical information, along with Human Resources.

As a standard of Information of any your employee files medical records, drug screens results or the rights under HIPPA, medical information is not allowed to be shared with any other REACH personnel, without knowledge or consent from the direct employee.

All drug screening results will only be shared with the direct employee by request.

Employee is able to also request copy of the drug screening results or any medical documentation in their file. That request has to be in writing directly from the employee to Human Resources or CEO. Employee cannot be denied rights to receive any copies of any medical documentation in their file. Each employee can request to view their personnel file at any time. The request has to be made in writing direct from the employee to Human Resources: Nicholle Stratton. File must be made accessible in appropriate working schedule with in ten days. Unless there is another reason both employee and Human Resources are unable to but must coordinate schedules that cannot be completed within ten days. For example both person(s) are out on long term sick leave, vacation leave or off work due to injury, or other various true valid reasons.

All employee medical information will also be maintained in an Employee's personnel file, for the required time frame of medical records or possible up to 7 Years by OSHA standards or for Bureau of Workmen's Compensation accident and injury related required records standards.

Accident or injury, it is mandatory to complete and accident injury form. Which can be obtained by your direct Supervisor or from Human Resources. It must be completed regardless of hospitalization or non- hospitalization results. If hospitalization is more than three working days or considered long term critical circumstances, Human Resources and the CEO will make considerations on when it is to be received by the employee on a critical case by case basis. The employee will submit and accident- injury form to their direct Supervisor and on or no later than the close of the next operating business day of work, within 24 hrs of the accident or should the employee need to request more than 24 hours to complete an accident injury, the employee must request from CEO and Human resources and the Supervisor a valid reason why an employee cannot complete and send their accident /injury form directly to Supervisor or Human Resources.

Should major hospitalization occur, or loss of eye, limb or fatality. The 24 hour requirement to report goes to 8 hours , under required OSHA accident reporting procedures. All accident -injury investigations will be completed by the direct Supervisor or if unavailable Human Resources can be contacted to complete accident investigation. Failure to complete and accident/injury form by the employee could result in automatic termination and you by signing agree to forfeiture of seeking any Workmens Compensation claim from R.E.A.C.H. for tomorrow. Should your accident -injury result in a Workmen's Compensation claim, you as Employee must agree to follow all procedures needed from Human Resources and release any medical records to

R.E.A.C.H. For tomorrow. FMLA should that result from long term absence with an accident -injury, FMLA procedures will be discussed with you by Human resources if applicable.

By signing this agreement of drug testing and accident injury procedures, you are acknowledging and accepting all the terms and conditions that are applicable in your employment with R.E.A.C.H. For tomorrow.

By signing this agreement, you are acknowledging and accepting that R.E.A.C.H. For Tomorrow can revise, adapt and or change policies in accordance to any OSHA or BWC required changes. Should this occur, as the employee, it is your right to be notified if changes to this agreement are made and that you still agree and acknowledge the new change.

Employee's right to know are law. Employer's Right to know are law.

Legal Name Printed _____

Legal Name _____

Employee Date acknowledged and reviewed

Employer Date acknowledge and reviewed.

CEO Signature _____

CRO Signature _____

Approved January 1,2017