

Cornell Cooperative Extension Broome County

Sun Protection Recommended Guidelines

Rationale: Skin cancer is one of the most common cancers in the United States. The main cause of almost all forms of skin cancer is exposure to ultraviolet radiation (UV). Cornell Cooperative Extension of Broome County recognizes skin cancer's risk can be greatly reduced when precautions are practiced and is committed to ensuring that all its staff, volunteers, and public events are protected from UV radiation exposure. In line with our mission and core values, Cornell Cooperative Extension of Broome County will be implementing the following sun safety recommendations.

Objectives:

- To increase awareness of skin cancer and its preventative measures within staff, volunteers, and groups of visitors.
- Provide sun safe recommendations for staff, volunteers, and events in order to decrease exposure to UV radiation.
- To develop strategies which encourage responsible decision making about sun protection amongst staff, volunteers, and event goers.

Recommendations:

Employees

Protective Clothing, Hats, Sunglasses

- Staff will be encouraged to wear sun-protective clothing and equipment when outside, year-round.
- Protective equipment includes, but not limited to:
 - A hat with a wide-brim that protects the face, neck, and ears
 - Safe and shatter resistant sunglasses with 100% UV protection

Sunscreen

- Staff will be encouraged to use broad spectrum, water resistant sunscreen with a SPF of 15 or higher to all exposed areas and rub in well.
 - These areas will be especially applied:
 - Face
 - Nose
 - Ears
 - Feet
 - Hands
- Education for applications will be prior to 30 minutes before exposure to the sun, and every additional two hours if in the sun for a long period of time.

Shade Protection

- Staff will consider shading and timing when planning outdoor events.
- Sufficient areas of shade will be provided during outdoor events, and staff will be encouraged to seek shaded areas.
- Staff will remind and encourage volunteers and participants to seek shaded areas during outdoor events.
- Staff will monitor the heat index and will adjust events accordingly. Staff will be monitored closely for heat-related illnesses.
- Sun exposure will be limited as much as possible during the hours of 10 AM and 4 PM, when UV radiation is the strongest. Availability of shade will be considered when planning events during these times.

Education, Increasing Awareness, and Staff Development

- New staff will be orientated to this recommendation at time of hire and given a paper copy.
- Routine sun safety and skin cancer prevention training will be provided to all staff yearly
- The sun safety recommendations will be reinforced in a positive way by staff and educational reminders will be sent through newsletters, memos, and meetings.
- Skin cancer education and ways to protect the skin from UV radiation will be incorporated into staff reminders

Volunteers and Consumers

Protective Clothing, Hats, and Sunglasses

- Volunteers will be encouraged to wear sun-protective clothing and equipment when outside, year-round.
- Protective equipment includes:
 - A hat with a wide brim that protects the face, neck, and ears.
 - Safe, shatter resistant sunglasses with 100% UV protection.

Sunscreen

- Volunteers will be encouraged to apply broad spectrum, water resistant sunscreen with a SPF of 15 or higher to all exposed areas.
 - These areas should be especially applied:
 - Face
 - Nose
 - Ears
 - Feet
 - Hands
- Application should be prior to 30 minutes before exposure, and every additional two hours if in the sun for a long period of time.

Shade Protection

- Staff will consider shading and timing when planning outdoor events with volunteers
- Sufficient areas of shade will be provided for at events and volunteers will be encouraged to seek shaded areas for outdoor events.
- Staff will remind and encourage volunteers to use shade during outdoor events.
- Volunteers will be monitored closely for heat-related illnesses.

Education, Increasing Awareness, and Volunteer Development

- Volunteers will be orientated to this recommendation at time of volunteer orientation and given a paper copy of this policy.
- Routine sun safety and skin cancer prevention training will be provided to all volunteers yearly.
- The sun safety policy will be reinforced in positive ways, and educational reminders will be sent through newsletters, memos, and meetings.

Events

Shade Protection

- Shaded areas will be provided at all outdoor events and participants will be encouraged to seek shaded areas.
- Staff and volunteers will outline all shaded areas available for participants to utilize.

Education and Increasing Awareness

- In a prominent designated area, information will be provided about sun safety and skin cancer prevention.
- Educator will provide information at applicable workshops

Monitor and Review: This recommendation will be reviewed annually and modified accordingly to CCE- BC

Contact Person: Please contact Beth Roberts at bar75@cornell.edu or any questions or concerns regarding this policy.

Date Sun Protection Recommended Guidelines adopted by Board: 06/25/19