LUCK GROVE
TELECOM INC.

120 Madison Street
TWR: 2, Suite: 900
Syracuse, NY 13202

Tick Policy

Purpose
To limit exposure to tick bites through precautionary measures, and establishing a routine to check for ticks for any employee that works outside.

Precautionary Measures
We suggest tucking your pant legs into your socks and your shirt into your pants to limit possible tick exposure.

Procedures based on Concentra
Conduct a nightly full body check from head to toe for ticks in front of a mirror.

Take extra time to look:

- In hair and the hairline
- Behind the ears and in the ears
- Armpits
- Groin and other private areas
- Beard
- In Between fingers and toes

Tick found
If you find a tick on your body, note that it needs to be removed as soon as possible. Contact your manager immediately (same day). Fill out a report.

Concentra Process
If tick has been attached for less than 24 hours they will not take any steps
If tick has been attached for more than 24 hours, you will receive an antibiotic pill and sent home

Note
All employees working outside are required to conduct thorough nightly tick checks to eliminate exposure to a tick being attached for 24 hours or more. Failure to do so is against company policy. Additionally, it increases your risk of being exposed to Lyme disease.