

URMC's Guide to Safe & Inclusive HOLIDAY DECORATIONS

Celebrating the ICARE Way

Holidays year round can bring a fun, festive atmosphere to the workplace—especially when celebrations are safe and inclusive!

Being proactive to ensure the safety of ourselves and others and celebrating the diversity of holiday traditions are examples of our ICARE values in action and key to being part of the URM family.

In this guide, find more information about:

- What you can decorate with
- How and where you can decorate
- Tips for holidays in the workplace
- Who you can reach out to with questions



Tips for Holidays in the Workplace

- Less is more! The best decorations make the workplace feel warm, but **keep it looking professional and uncluttered.**
- We are a religiously and culturally diverse organization, and your colleagues may not celebrate holidays or may celebrate different holidays than you. When planning an office holiday celebrations or public and common area decorations, seek input from all colleagues. Remember, an inclusion behavior is to ask - don't make assumptions. Have a conversation.
- Keep decorations up only within a few weeks before and after a holiday
- For the December holidays, please request a UR Celebrates the Seasons poster from the ICARE office to promote your commitment to celebrate inclusively



Who can I go to with questions?

UR EH&S Fire Marshal's Office

585.275.3243

questions@safety.rochester.edu

Holiday Decorations Committee

Decorations_Questions@URMC.rochester.edu

— Continue reading on the reverse for more holiday decorations guidelines —

What can you decorate with?

LED LIGHTS



Check label to confirm that they are for indoor use and bear the Underwriters' Laboratories (UL) or Factory Mutual (FM) marks.



Candles and any other open flames are prohibited.

GREENERY

Artificial greenery only.

Verify that it is labeled as fire resistant or flame retardant and UL Listed.



OTHER

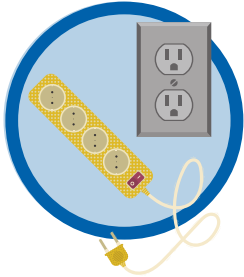


Avoid combustible materials including:

- wrapping paper and streamers
- dried plant matter like moss, leaves, hay, straw, corn stalks and shucks
- cotton batting and flock



How and where can you decorate?



- When plugging in decorations, do not plug into red outlets. They are reserved for critical needs on the emergency power circuit.
- Ensure that the lights do not come into contact with items such as paper, packages, or cloth.
- Plugging in to the outlet is best, but you may use a **single power strip** if necessary that is UL 1363 listed and surge protected. Avoid cube taps and flexible/twisty power strips.
- Connect **no more than three sets** of lights together.
- Check carefully to ensure that there are **no loose sockets or damaged wires**.
- Can't reach the outlet? Move closer. Don't use extension cords or "piggyback" with multiple power strips plugged in to one another.
- For lights, use **electrical tape or plastic hooks** instead of staples, tacks, nails or paper tape.
- **Turn off all holiday lights** before leaving the area and at the end of the workday.
- Do not hang decorations from or decorate in a way that obstructs exit doors, exit signs, fire and smoke doors, sprinklers, smoke detectors, fire extinguishers, pull stations, emergency lights and life safety equipment.
- Keep decorations **out of corridors, aisles, and stairways** and **off of windows and doors**.



During these times of COVID, please make sure that any items placed on counter tops or nursing stations, are made out of cleanable materials - and should be cleaned daily.