

DUBE HOMELESS SHELTER SITE

Procedure:	Shelter House Rules
Effective Date:	April 20, 2020
Policy #	1

House Rules	
Purpose:	In an effort to be clear about the expectations and responsibilities for guest an outline of house rules has been developed. A copy of the house rules are available upon request.
House Rules	<ul style="list-style-type: none">• Staff will review the outline with all guests upon admission.• Guests are expected to sign, acknowledging their understanding of house rules during their stay.• Document in daily log that rules were reviewed and signed off on.
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DUBE HOMELESS SHELTER –RULES

For your safety and protection, there are some basic shelter rules that everyone is expected to follow. We ask you to review them and sign off your acknowledgement of your understanding. Adherence to these rules is critical to your safety and the safety of other guests.

Admission to this shelter: is dependent upon a clinical referral for homeless individuals who may have been exposed to COVID-19, those awaiting COVID-19 test results and/or have tested positive for COVID-19. A provider has recommended you rest and isolate in order to recover and eliminate the potential spread of the virus. This is an adult shelter, defined as those age 18 years and above.

Alcohol and/or other illegal drugs: (including, but not limited to “legal” or “synthetic” marijuana); During your stay in this facility it is expected that you will refrain from any use of these substances. Shelter staff will ask you to assist them in examining your belongings such that we are assured you are not in possession of any such substances. Any substances found in your possession will be discarded immediately. Should you need support for a substance use disorder staff are prepared to assist you in accessing the appropriate resources.

Weapons: During your stay at the shelter we ask that any weapons be turned over to staff who will secure them in a box with your identifying information. The staff will give you a receipt for those items and lock them up until the day of your discharge. Weapons are not allowed to be kept in your room or on your person.

Violent or abusive behavior or language: During your stay it is expected that you will refrain from any such activity directed toward staff or any other guest. There is no tolerance for threatening swearing name calling or sexually explicit language. There is absolutely no tolerance for threatening, swearing, name calling, using sexually explicit language or assaulting anyone.

Property: During your stay you are expected to maintain the condition and cleanliness of your personal space as well as any of the shared space such as showers, bathroom, laundry and kitchen that you use. Staff will remind you of the standard cleaning procedures expected during your stay, daily and each time you make use of shared space.

Technology: During your stay you will have use of phones and tablets. These are available for entertainment purposes as well as support from personal resources and professional resources, such as medical and behavioral health resources. Staff will assist you and explain to you the expectation for those devices. All electronic media devices including cell phones and MP3 players must be kept at a low volume and/or used with ear phones.

Clothing and Bedding: All guests should be appropriately dressed to include footwear worn in shared spaces and socks walking around in your room. All guests are asked to wear a shirt at all times and upon arrival guests will be provided with one set of clean loungewear which consists of one pair of pants, a long sleeve top, a short sleeve top and clean undergarments. The guest is then responsible, for washing the clothes he/she arrived with to be worn again only after laundering. Staff will assist you in locating and using the laundry area. Laundry facilities may be used between 7 am until 10 pm. Designated laundry days or times will be scheduled and posted on the wall in laundry area. You are allowed up to two loads each on your assigned days. Linens/bedding must be changed weekly and collected by staff after you bag them and place them at the entrance of your room. You will then be issued a new set of linens.

Personal Hygiene: During your stay we ask that you diligently maintain your personal hygiene as it is a critical piece of your recovery and the safety of others. Products such as soap, shampoo, etc. are provided to you upon intake and should be stored in your room in your shower basket. A schedule for guests to utilize the shower will be posted and discussed. ONLY 1 ADULT is allowed use of any bathroom at any given time.

Food and Meals: During your stay meals will be delivered to your room three times a day. Snacks are also available twice daily at your request. Bottles of water are always available and you may store up to four in your room at any given time. A room refrigerator is available for guests to keep food fresh, and store any of your leftovers. Microwaves are available in the shared kitchen area for warming meals; shelter staff will assist you in locating, using and cleaning.

Garbage: During your stay you are expected to dispose of you trash in your personal trash bag and including all utensils and food related items. Bags will be collected each shift or more frequently as needed by staff.

Medications: During your stay you are expected to manage your medication and store them in your room where only you have access to them. This includes any prescription and over-the-counter medications you are accustomed to taking. All medication should be stored in the box you have been given.

Pets: are NOT allowed on the premises.

Intimate relations: Except in the case of a couples' admission guests are expected to refrain from any intimate relations during their stay.

Smoking: During your stay should you need to smoke you may utilize the designated outdoor area ONLY and staff will escort and support you in maintain the area. Cigarette butts must be placed in the pot provided. Smoking times end at quiet time each night. Guests cannot burn any items in the shelter. Guests should be appropriately attired when outside smoking.

Visitors: During your stay only visitors of a professional nature such as are not case managers; DCYF, CASA, etc. shall be admitted with proper identification for purposes of conducting official business.

Quiet Hours: Are observed nightly between the hours of 10pm and 6am.

By signing below, I acknowledge that I have been provided a copy, read, and understand the rules and agree to abide by them during my stay at the Dube Homeless Shelter. I further acknowledge that any violation(s) of these will jeopardize my stay in the facility.

Resident: _____ Date: _____

Staff Witness Signature: _____ Date: _____