

HOME RULES

1. Visiting hours are from 9:00 A.M. to 5:00 P.M. daily. If one wishes to visit at times other than this, one must notify the resident manager, so that arrangements may be made. Also resident (s) must be at facility by 7 P.M. because of evening routines and meds are done between 7:00P.M-8:00 P.M.; if after 7P.M. arrangements must be made with management before leaving facility.
2. The number of visitors at one time should be limited to groups of six or less. If you wish to bring a larger group, please notify the resident manager, so that arrangements may be made.
3. Visits may be held in the community areas or in the resident's room as long as the rights of roommates or other residents are not being violated.
4. There is no smoking allowed in the house, either by residents, visitors or staff. Those who wish to smoke should go to the designated area which in the back of the house. All cigarette remains must be properly disposed of in the sand receptacles or no smoking at all.
5. Meals are served at the following hours:
Break fast: 7:00 A.M. -----8:00 A.M.
Lunch: 11:00 A.M. -----12:00 P.M.
Dinner: 4:00 P.M. -----5:00 P.M.
6. Alcohol may not be consumed in the house except by expressed written consent of the resident's physician and the resident's representative, should there be one.
7. Personal items, decorations, and furniture may be brought in to the house as long as management approves them.
8. Cleaning schedules are fulfilled as follows:
Common areas: Daily
Bedroom/linens: Weekly or as needed
Laundry: Daily or as needed
9. There is to be no sharing of personal items such as clothing, brushes, combs, razors, toothbrushes, etc. among residents.
10. The resident is expected to have respect for the other residents in the home. This includes, but is not limited to the following:
Keep noise level to a minimum.
Observe normal sleeping hours.
Respect for the personal belongings of others.
Alert the staff of any emergency situations involving another resident.
Encourage visitors to abide by the rules of the house.
Practice proper personal hygiene.
11. Any illness, accident, injury or other incident should be reported to the staff immediately.
12. The resident is responsible for any cash and/or items of value that are brought into the house. The home will not accept responsibility for lost or stolen items. It is recommended that cash be kept in the room to be limited to \$20.00 or less.

**G & J PERSONAL CARE
POLICY AND PROCEDURE**

**POLICY TOPIC: Day-To- Day Operation
RESPONSIBLE PERSON: Manager**

Policy Statement:

HOME RULES

In addition to the home rules, all male visitors must be accompanying with another visitor (s) or family member. Unless if is it a long time friend (s), neighbor and of course male family members or approve by the facility manager (s). Also without objection by (POA) (s) Power of attorney of the resident (s)

13. Residents are allowed to leave the premise, as long as the staff is notified and it is not contraindicated.
14. A house phone is available for local calls only. If a resident wishes to make a long distance phone call, it is recommended that a calling card be ordered, or that a personal phone line be installed in the resident's room.
15. In order to reduce the spread of infection, the resident should avoid contact with another resident that is ill and should avoid contact with any and all bodily fluids.
16. The resident should alert the staff to any unsafe or unsanitary conditions in the home.

Signature-----
(Resident/Resident Representative)

Date-----

Signature-----
(Facility Management)

Date-----