

*SAMPLE PROGRAM RULES FOR NON-CONGREGATE SHELTER PROGRAM*

## **Welcome and Program Rules**

Welcome! Here are some things to know during your stay here. This program's goal is to provide a safe, welcoming, supportive place for people to stay while they work on finding permanent housing. You will be provided with services from your case manager to help you create a housing plan and also connect to other resources. Please read through the rules/protocols below to ensure all participants are safe during their stay here.

### **Rules/Protocols:**

**Meals:** You will receive breakfast, lunch and dinner each day and have access to small snacks in between meals.

**Rooms:** Please maintain the cleanliness of your room. Please note that significant room damage will lead to being exited from the program.

**Visitors:** Visitors to your room are not allowed without prior approval. Having guests on site or in your room without prior approval will lead to being exited from the program.

**Quiet Hours:** Please keep the noise level down between the hours of 10 pm-6 am. There is also an expectation that program participants are in their rooms between the hours of 10 pm-6 am unless they have communicated with their case manager ahead of time for exceptions about their job or special circumstances.

**Respecting Neighbors/Adjacent Properties/Businesses:** All program participants are required to be respectful of the neighbors including adjacent properties and businesses, including no loitering. Disrespecting the neighbors' property or businesses will lead to being exited from the program.

### **COVID-19 Safety Protocols:**

- **Wear a mask that covers your nose and mouth at all times you are outside of your room.** If you need replacement masks, please contact any staff.
- **Follow social distancing guidelines** by having at least 6 feet of space between you and another person.
- **Complete the daily temperature check:** Staff will conduct a temperature check daily with each program participant. If staff can't find you for the daily temperature check, a wellness check will be done.

### **No Smoking:**

- Smoking (including marijuana) is not allowed inside any part of the building, including in rooms.
- The cigarette smoking area is located outside at *\_(description of location)\_\_\_\_\_*.
- Tampering with or disabling your room's smoke detectors will lead to being exited from the program.

**Alcohol and Drugs:**

- Drugs and alcohol are not permitted on site. Items related to drug or alcohol use on site, including needles, found in your room may lead to you being exited from the program due to the safety of participants and staff.
- If you would like to talk to someone about alcohol or drug use or strategies to decrease use, your case manager would be happy to discuss with you and help you connect you to various supportive service options.

**Questions or concerns?**

If you have any questions or concerns, please talk with your case manager or the program director, and if you have any urgent concerns or questions, please contact the staff who is on site at that time, as there are always staff on-site to assist and respond to any issues.