

Dear Resident:

Welcome to Ruth Haven, a program of Jefferson County Transitional Services, Inc. Your residence here indicates your desire and willingness to live a drug- and alcohol-free life, and we applaud your decision. We are here to help you in your progress.

At any time we will value your insight and knowledge of what would benefit the program at Ruth Haven. Your input is very important to us and it will help solidify the destiny and success of the program.

Your new life in recovery will come as a result of your willingness, motivation, determination, and efforts. The staff of Ruth Haven will encourage your continuous recovery commitment by challenging, questioning, and supporting your actions, thoughts and feelings. It will not always be easy; however, the rewards of life in recovery far outweigh the discomfort of change.

Upon completion of our program, we encourage you to return to share with the new residents the gratitude and grace of recovery. It has been said that a journey begins with one step; for the alcoholic/addict it begins with 12 steps, 12 traditions, 12 concepts, and 12 promises.

If staff can be of assistance to you, please do not hesitate to ask. Again, we welcome you to Ruth Haven!

Best Regards,  
Jefferson County Transitional Services, Inc. Board of Directors

Board of Directors Contact:

P.O. Box 611  
Madison, IN 47250

## **OUR MISSION**

Ruth Haven is a residential program for women in recovery from alcohol and/or substance abuse. The mission of Jefferson County Transitional Services, Inc. is to address the substance abuse epidemic in the local and surrounding counties by providing a supportive environment in which people with substance abuse issues can learn about the disease of addiction, develop skills to re-establish their lives, maintain sobriety and give back to the community.

We recognize that women face significant challenges to reintegration which may include:

Dependence on alcohol/drugs	Economic issues	Health Issues
Poor work history	Housing	Parenting Issues
Lack of work skills	Limited education	Criminal History
Physical/sexual abuse	Domestic violence	

We are committed to continuing our efforts to eliminate barriers which keep women from reconnecting to society as positive contributors to their communities and to their families.

We currently have the capacity to house 9 women plus a live-in night monitor. All residents are expected to gain employment within 2 weeks of their arrival, with encouragement for finishing their next level of education. Residents must participate in the 12-step recovery program that is supported by mandatory AA, NA, or other 12-step meetings, and they must also attend mandatory house meetings and adhere to structured, non-negotiable house rules.

Residents participate in an in-house step study which is useful in helping work a successful recovery program. We also have the option of offering the Matrix program or Moving On program through Jefferson County Community Corrections. Matrix takes each step individually and in depth from 1-12 and with written assignments from the AA Big Book, which explains fully what every step means and how it works. The process of each lesson helps the addict realize that her addiction is a physical allergy and a mental obsession and the only treatment that never fails is total abstinence. It breaks addiction down in 3 stages: Identify the problem, Define the solution, and Take action to bring about the solution. Moving On is for female participants and is designed to help identify criminal thinking, develop healthy relationships, learn problem-solving skills, learn basic social skills, relaxation skills, and stress reduction skills.

## **ADMISSION**

Prospective residents must complete an application form and attend an interview, either written or in person. Once the applicant is accepted, if no bed is available, she will be put on a wait list. Applicant must follow instructions given by the house manager to call/contact Ruth Haven at stated intervals (weekly or monthly if incarcerated; daily if not) to inform staff of continued interest in residency at Ruth Haven. This keeps applicant's name on the waiting list. Beds are filled in order of application, with other factors taken into consideration such as location, urgency, etc.

## **RESIDENT'S RIGHTS**

Your Rights:

Resident is not to be discriminated against while at Ruth Haven regardless of race, color, religion, age, creed, sexual orientation, national origin, ancestry or citizenship status, veteran status, or disability.

Resident is to exercise all her civic duties, when appropriate, while at the Ruth Haven.

Resident is entitled to file a grievance in accordance with the Grievance Procedure found in the Resident's Admission Handbook.

Resident is to receive considerate, respectful and humane care.

Resident is to receive complete confidentiality, except as provided by law. A written consent form must be signed in order to release information to any requesting school, employer, etc.

Resident can terminate program at any time, fully understanding such termination means she must move from the facility immediately.

Resident is to give informed, written consent regarding participation in human subject research.

Resident is entitled to free communication with persons outside the facility by telephone, mail, and visitation in accordance with program guidelines and rules.

## **CONFIDENTIALITY**

It is important to understand the confidential nature of the services provided by Ruth Haven, as well as the limits of confidentiality. ANYTHING that is discussed between staff and residents, including Ruth Haven meetings and groups is considered private and confidential, and can only be revealed under SPECIFIC conditions. The conditions are as follows:

If it is felt that there is a real and serious threat of harm to you or another resident, we at Ruth Haven, must disclose whatever information is necessary in order to protect whoever is in danger.

Any suspected physical or sexual abuse or neglect of a person must be reported to the proper authorities.

If we receive a court order demanding either testimony or our records, we need to comply with that order. Should this ever occur, we would inform you of the court order and provide only the specific information requested by the court.

Certain circumstances may make it necessary to disclose information to the Board of Directors of Jefferson County Transitional Services, Inc. If confidentiality ever needs to be broken, we will make every effort to inform you and to work with you through this process.

Security cameras have been installed in the common areas for the protection of the residents, staff and Board of Directors. It will also be used for documenting issues that deviate from house policy. This system will have random visual audits; however, no audio is recorded to ensure confidentiality of the residents.

## **DRUG POLICY**

Drug Screen Policy: I hereby agree that at any time I will submit to an on-site drug screen. This is for the purpose of complying with the Ruth Haven Policies and Procedures. If I should test positive for any illicit drug or alcohol, I will be asked to immediately leave the program. If I am involved with the court system, my probation officer and/or attorney will be notified of my expulsion from the program. Resident will be charged \$5 for each test.

I understand that the Director of Ruth Haven has the final say on any uncertainties as to what is acceptable or unacceptable in the program. No energy drinks are allowed (Red Bull, Monster, etc. and includes coffee drinks such as Starbucks Doubleshot Energy). No over the counter "energy" pills are allowed such as caffeine, NoDoz, 357 magnums, etc.

Drugs prohibited at Ruth Haven: Certain prescription drugs are not allowed to be taken while you reside at Ruth Haven, because they are addictive. Essentially, any mind- or mood-altering substance is prohibited. Anti-depressants will be evaluated on a case-by-case basis. In addition to illegal drugs, the following medications are absolutely not permitted:

Alprazolam / Xanax  
Amphetamine / Adderall  
Antabuse  
Antihistamines  
Bupropion / Wellbutrin  
Butorphanol / Studol  
Buprenorphine-naloxone  
Carisprodol / Soma  
Chlordiazepoxide / Librium  
Chloral Hydrate  
Clonazepam / Klonopin  
Clorazepate / Tranxene  
Codeine  
Diazepam / Valium  
Diethylpropion / Tenuate  
Diphenoxylate / Lomotil  
Dronabinol / Marinol  
Eszopiclone / Lunesta  
Fentanyl / Duragesic / Actiq

Flurazepam / Dalmane  
Halazepam / Paxipam  
Hydrocodone / Lortab /  
Norco  
Hydromorphone / Dilaudid  
Hydroxyzine embonate /  
Atarax  
Hydroxyzine pamoate / Vistaril  
Lorazepam / Ativan  
Marijuana  
Meperidine / Demerol  
Meprobamate / Mebaral  
Methodone  
Methylphenidate / Ritalin  
Midazolam / Versed /  
Hypnovel  
Midrin  
Morphine / MS Contin / MSIR  
Oxazepam / Serax  
Oxycodone / Oxycontin /

Percocet / Percodan  
Pentazocine / Talwin / Talacen  
Pemoline / Cylert  
Phentermine / Fastin  
Prazepam / Centrax  
Pregabalin / Lyrica  
Propoxyphene / Darvocet /  
Darvon / Propacet  
Quazepam / Doral  
Suboxone/Subutex  
Secobarbital / Seconal  
Sibutramine / Meridia  
Synthetic or medical marijuana  
Temazepam / Restoril  
Triazolam / Halcion  
Tramadol / Ultram  
Tussionex cough syrup  
Tylenol with codeine  
Zolpidem / Ambien

## **MEDICAL POLICY**

Prior to admission, a woman arriving from incarceration, detox center, or another residential program, must have medical information on file with Ruth Haven. These records can be faxed, taken by phone or the client may bring records with her, specifically, the date of last TB test and a list of prescribed medications. If these are not available, an appointment must be made within 48 hours.

## **MENTAL HEALTH POLICY**

Women entering Ruth Haven will make an appointment for an evaluation at a mental health center within 48 hours of arrival. Resident will let the house manager know the date of the appointment, and resident will keep the appointment and will follow any recommendations that were made by the therapist. An appointment not kept or a recommendation not followed is grounds for immediate dismissal from the program.

## **MEDICATIONS**

All nonprescription and prescription meds will be logged and locked up by a staff member. There is to be no nonprescription or prescription medication taken without written orders from a physician, with the exception of the following over-the-counter meds: ibuprofen, aspirin, Tylenol, Pepto-Bismol, Alka-Seltzer, multi-vitamins and anti-acids. Medications will be distributed daily or weekly by staff.

## **EMPLOYMENT**

Residents will have 2 weeks to obtain employment. In addition to individual job search, women entering Ruth Haven will make an appointment with local temp agencies within 48 hours of arrival and will begin job hunting. The resident is expected to act on any recommendations that are made and follow up on any job leads. An appointment not kept or recommendation not followed is grounds for immediate dismissal from the program. A resident who does not have a job after 2 weeks but who is current on her rent, is diligently looking for a job, is putting in the required volunteer hours, attending self-help meetings, is drug- and alcohol-free and is otherwise following the rules of the house is in compliance with the program.

## **RESIDENT CONTRACT**

I will participate in all aspects of treatment deemed to be in my best interest by Ruth Haven staff.

I will gain full-time employment within 2 weeks of entering Ruth Haven. It is recommended that residents work 40 hours/week, either 1<sup>st</sup> or 3<sup>rd</sup> shift. Evening hours are not permitted because it conflicts with 12-step meetings and other classes. New residents will volunteer 20 hours/week until full-time employment is found. MY JOB AND/OR VOLUNTEER WORK WILL NEVER BE ALLOWED TO INTERFERE WITH MY RECOVERY OR RESPONSIBILITIES.

I will participate in all community meetings and vote on necessary issues.

I will participate in all educational groups and complete all assignments in a timely manner.

I will perform all chores as assigned. Deep cleaning will be completed on Saturday and all chore assignments must be maintained daily throughout the week assigned.

I will observe curfews.

I will sign out when I leave Ruth Haven property and I will sign in when I return to Ruth Haven property; no one will sign me out or in at any time for any reason.

I will turn in all prescribed medications and take them as ordered; the time and dosage will be documented each time. It is my responsibility to ask for medications in a timely manner.

I will attend 90 self-help meetings the first 90 days, and at least 5 meetings per week after that. I will have verification form signed by the Chair of the meeting to document attendance.

I will participate in all writing and activity assignments suggested by staff.

I will be at the dinner table with other residents each day (5:00-5:30pm) regardless of whether or not I feel like eating. I will not use the phone during this time.

I must have an active sponsor relationship within 2 weeks of entering Ruth Haven. I will have at least daily contact with my sponsor in person or by phone. At least 1 hour/week in person is required and will be documented on the weekly schedule.

I will not possess or consume any alcohol/drugs while I am in the program. I will not use any products containing alcohol, including but not limited to: perfume, cologne, lip gloss, personal hygiene supplies or mouthwash. If I am aware or I suspect any other resident of using, I will notify the staff immediately. I understand that any violation of this guideline will result in expulsion from the program. I must wait 30 days to re-apply to Ruth Haven if dismissed from the program.

I will abide by Ruth Haven visitation and phone usage policy.

Family may visit on Saturdays & Sundays between 1:00-4:00pm in the common areas or on the back porch. NO ADULT MALE VISITORS (18 or older) ARE TO ENTER RUTH HAVEN UNDER ANY CIRCUMSTANCES! The only male visitors under 18 permitted are children of residents, and then only during designated visitation times.

No personal (family, friends) phone calls during the first 2 weeks of your program. Phone calls are limited to 15 minutes from 6:00am-10:00pm daily. No phone calls during classes or dinner time. The phone is limited to calls as follows: medical, legal, employment, sponsor, immediate family (parent(s), children, spouse).

Sponsors and alumni are welcome any time there are not group classes or meetings taking place; however, only in the common areas. No one other than residents and staff are allowed upstairs.

Residents may have cell phones after 45 days in the program if current with rent and \*program compliant. Cell phones are to be left downstairs. Residents with cell phones may lend them to other residents at their discretion. Borrower must ask permission and must be within program rules. Cell phones may not be taken to meetings; they are to be left at the house.

All visitors are to come to the front door and only staff may answer the door.

There will be no male contact from Sunday at 5:30pm thru Friday at 5:30pm. This includes no rides to and from meetings or work. Sitting with males at meetings is allowed; however, no romantic/sexual contact. In first 30 days, as well as when on restriction, no male contact at all – mail, phone, email, etc. After 30 days, and if resident is in \*program compliance, the resident will be allowed male contact on the weekends from Friday at 5:30pm thru Sunday at 5:30pm. There is to be no contact (phone, mail, etc.) with persons in jail without staff approval.

I will not engage in abusive or threatening behaviors. I will not physically, verbally, emotionally, or spiritually abuse any other person, including staff, residents, children, animals or adults. I will make staff aware of any threatening behavior I observe.

I will respect other people's property, including that of Ruth Haven, and agree to make restitution if I damage anything.

Theft activity will not be tolerated on or off the premises. It is grounds for immediate termination. I understand that I am not to touch anything that belongs to another resident without asking (clothing, food, make-up, etc.).

I understand that Ruth Haven does not condone any behavior, relations (including family), or activities that interfere with my treatment program; i.e., treatment romances, abusive relationships, employment concerning alcohol and/or drugs, etc., and will be dealt with accordingly to ensure the resident is in compliance with her program.

Ruth Haven is a smoke-free facility. I will only smoke on the front sidewalk or back porch and will not leave cigarette butts and/or full ash trays sitting around. Smoking inside Ruth Haven will result in immediate discharge. This includes vaping/e-cigarettes. Candles and incense are prohibited upstairs.

I will not make any racial or sexual remarks while at Ruth Haven; nor will I engage in any cursing and/or inappropriate language of any kind.

I will consume food and drinks in the dining areas only. Only water is permitted upstairs.

I will be fully dressed (bras and shoes) and downstairs by 8:30am, ready to start the day. If working full-time (over 30 hours) and day off is a weekday, the resident is exempt from the 8:30am rule. If Saturday & Sunday are your days off, you are exempt from the 8:30am rule. However, Saturday chores must be completed by 12:00 noon – no exceptions. The day off must be listed on the weekly schedule. Please do not come downstairs in pajamas, robes or sleepwear; this includes Saturday & Sunday. Residents must have on shoes or rubber-soled slippers at all times. Lights out and in bed at 10:00pm Sunday thru Thursday and 11:00pm Friday & Saturday.

I will not wear any clothing with alcohol and/or drug advertising. Also, sexually suggestive or ill-fitting clothing will not be allowed.

I understand that Ruth Haven is not responsible for storage of my belongings if I leave the program. If I leave, I will take my belongings with me or Ruth Haven will dispose of them as they deem appropriate. If rent is owed, belongings will be held until rent is paid, or if not paid in 10 days, belongings will be considered a donation. If staff must pack resident's belongings, there will be a \$25 charge. I further understand, if I am discharged or choose to leave the program, any rent already paid is forfeited.

House concerns will be addressed at the weekly mandatory community meeting. All residents are required to attend this meeting weekly.

I will not reveal to anyone that another person is a resident of Ruth Haven. I understand and agree to cooperate with having all my belongings searched upon admission and upon discharge. I understand and agree to cooperate with random searches of my belongings and living quarters during my stay at Ruth Haven. Ruth Haven staff is not responsible for any valuables brought into this facility.

You may seek guidance from staff and senior residents about how to deal with a resident whose thinking and behaviors are difficult to cope with. But:

- \*Never gossip. Gossip says more about you than it does about her.

- \*Never participate in gossip about other residents or people away from Ruth Haven.

While away from the Ruth Haven, I will be expected to maintain a sense of decorum at all times. Inappropriate behavior at meetings will not be tolerated, i.e., talking, giggling, writing, not paying attention.

There will be no daytime TV during weekdays. The TV may be turned on after 4:00pm and turned off at 10:00pm. It is to be turned off during meals and meetings. On weekends the TV may be turned on after chores are completed and turned off at 11:00pm.

I agree to not move any furniture around in the bedrooms nor add any furniture without permission from the Director.

I understand and am in agreement that, upon my discharge, I am responsible for cleaning my room. I further understand that I am not to remove anything belonging to Ruth Haven from the room (sheets, towels, etc.) that was there upon my arrival or placed in my room after arrival. I must return to staff my initial linen package and any Ruth Haven books and tapes.

I will pay my rent every Friday by 5:00pm with a certified check, money order, or cash. Rent is \$135.00/week, which covers the cost of room, food, utilities, and classes. There is a \$25.00/week late fee on rent. There will be no refund of rent at any time unless approved by the Board of Directors in advance. Resident will be charged \$5.00 for each drug test.

After dark, residents must walk in groups; never alone. After dark, residents are only allowed on the back porch.

Napping during daytime hours is prohibited except for days off from full-time work which are documented on the Weekly Schedule. No sleeping is permitted downstairs.

A vehicle is allowed after the first 2 weeks and as long as rent is current and resident is \*program compliant.

Resident must provide copy of car insurance, registration and driver's license of which all will be verified. If the vehicle is not in the resident's name then additional information will be required by the owner to verify the authorized use of the vehicle.

After classes, clean up dining room and kitchen before going to smoke. Clean up and check your chore before bedtime.

I understand that the house manager has final discretion to approve or deny all activities and I will respect her decisions as long as they are within the scope of strengthening my recovery. I am here to learn a new way to live and I understand that I need guidance and will accept the boundaries set for me.

### **BUILDING RELATIONSHIPS**

Any form of sexual conduct, including making out, is not permitted on Ruth Haven property.

We expect you to go to any lengths to stay sober, stay out of slippery places (places that have a high relapse risk) and away from slippery people (drug/alcohol users, dealers, old using friends/family, etc). It is against house rules to go into liquor stores, nightclubs and bars. Using friends and using places are OFF LIMITS. No correspondence to or from incarcerated persons unless approved by staff.

Recovery comes first. Relationships will not be allowed to interfere with the program! Dishonesty about relationships is a sure sign that they are not acceptable. In addition, all romantic relationships are to be reported to the house manager. If a relationship is discovered which has not been reported, it may be grounds for immediate dismissal from the program.

### **COMMUNITY**

The purpose of holding community is to give people the opportunity to be responsible for themselves and to one another in a caring and loving environment. This is done by sharing concerns with each other when they arise and/or in the community meeting when necessary.

When inappropriate behavior has been displayed or breaking of a rule(s), the community may discuss the behavior with the individual, suggesting written assignments or attendance of extra AA meetings, or other consequences pertinent to the situation. If the behavior continues, the result may be that one could be asked to leave the community.

### **DAILY SCHEDULE**

As a resident of Ruth Haven, individuals are required to work full time (30+ hours/week). If unemployed or on disability, resident must volunteer 20 hours/week. If working 20-30 hours/week, resident must volunteer 5 hours/week. A 40-hour work week requires 2 hours of volunteer time. During the first 30 days, there is no leaving the property except for meetings, job/job search, and volunteering. Any other absence from the property is to be approved in advance by the house manager.

#### LAUNDRY SCHEDULE:

Sunday	Bedroom #1	Thursday	Bedroom #2
Monday	Bedroom #2	Friday	Bedroom #3
Tuesday	Bedroom #3	Saturday	House linens, etc. (After house linens is open time for anyone needing to do laundry.)
Wednesday	Bedroom #1		

\*LAUNDRY NEEDS TO BE FINISHED BY 10:00pm. AT NO TIME ARE CLOTHES TO BE LEFT IN THE WASHER OR DRYER OR IN THE LAUNDRY AREA! If there is a need to do laundry on a day other than your assigned day, permission must be granted by the residents scheduled for that day. No laundry or linens are to be left in basement. Fold your laundry and put away immediately. Towels, sheets & blankets are to be folded and returned to bedroom or placed in totes.

#### COOKING SCHEDULE:

House manager will post a monthly cooking/cleaning schedule.

Saturday: On your own

Sunday: On your own

Dinner is to be ready by 5:00pm. If resident responsible for cooking is unable to be home in time to prepare the meal, it is her responsibility to make other arrangements (e.g., trade night with another resident or prepare meal ahead of time). Work schedule is not an acceptable excuse for dinner being late.

### **RECOVERY MEETINGS AND ACTIVITIES**

All meetings are attended as a group, or at least in pairs. No resident is allowed to attend meetings alone unless approved by house manager. If a resident is on restriction, she must attend meetings with house manager/night monitor or an assigned individual. In the first 90 days, resident must attend 90 meetings. After that, residents must attend at least 5 meetings/week.

Residents with 30 days or more may have free time on Saturday or Sunday for 2 hours. Free time is defined as time for taking care of personal business (banking, insurance, shopping, bill paying, etc.). If resident has a 4, 6, or 8 hour pass, she may also use free time sometime during the weekend, though not "stacked" with pass time. If resident has an overnight pass, she does not also get free time. Business can be handled during pass time. Use free time wisely – if used for hair, nails & tanning, you will not be permitted to take care of personal business other days of the week. The only exception to this is that residents may stop on payday to cash paychecks. This should be done in a timely manner.

Saturday morning deep cleaning must be done before taking free time or pass. If unable to complete deep cleaning Saturday morning due to work, it is to be done Friday evening.

If a resident attends church, she must provide a bulletin from the church as verification of attendance, even if she attends church with the house manager or night monitor.

### **PASS REQUEST**

**Always keep in mind that the House Manager/Board of Directors makes the final decision.**

\*\*The most important thing to know about passes is that they are a privilege, not a right.

Passes will be granted according to the following criteria: A resident must have completed Steps 1-3, must have completed volunteer hours for the week before leaving on pass, rent must be current, chore must be completed, and resident must have received no sanctions that week.

Residents in program compliance may request passes according to the following schedule:

After 30 days, resident may request a 4-hour pass

After 60 days, resident may request an 8-hour pass

After 45 days, resident may request a 6-hour pass

After 90 days, resident may request an overnight pass

An overnight pass may be approved by the house manager for a 12-24 hour time period, depending on each resident and her situation.

Decisions will be made based on resident compliance with the program and family origin. Resident must have a written plan of action for weekend activities in the pass request folder by 5:00pm the Wednesday prior. The pass request must be filled out completely, including details of what you will do, how to contact you, who you will visit, etc. If resident has a probation officer, written approval from the PO must be submitted for an overnight pass.

### **OUT OVERNIGHT PROCEDURE**

Every resident in Ruth Haven has a weekend curfew - the time at which you are expected to be in every evening. Failure to be on time or staying out overnight will result in severe consequences. If you have to be at the hospital past your curfew, you are to call the Administrator before your curfew to discuss why you have to be out past curfew. You must bring the hospital discharge papers when you are released as they will have a date of service rendered and the time you were released. Staying out all night without hospital verification will result in your discharge the following day.

### **GREIVANCE PROCEDURE**

This procedure is intended as a guide to resolve any serious problem situation through informal means. If you find you have disagreements or concerns with Ruth Haven services/staff, the procedure to follow is listed below. Begin discussion with the Administrator of Ruth Haven. Through discussion the situation may be resolved. If you are not satisfied at this level you may:



Request an appointment with the Board President and the Administrator of Ruth Haven. Bring a written statement, which should include specific facts with reference to the policies, procedures or practices with which you are concerned.

Within a few days, the Board President will make an investigation. The President will strive to reach a resolution within a reasonable period of time following the investigation. If you are not satisfied with this level, you may, when appropriate, file a formal complaint with the Ruth Haven Board of Directors. The Ruth Haven Board of Directors will meet with the Administrator of Ruth Haven and the Board President and reach a solution.

**\*Program Compliance: Working full time, Attending required number of meetings, Working daily with sponsor, Rent current, No sanctions, Completing weekly volunteer hours, Following rules of program**

**\*\*House Manager availability:** The house manager is available throughout the week to assist and help with your success here at Ruth Haven. Any deviance from this policy will be enforced by the house manager. She and the night monitor, along with the Board of Directors, will work together to rectify any issues that arise with regard to resident and house policies.

**\*\*Transportation:** It is not within the scope of management responsibility to make unnecessary trips for any resident. This also applies to any person gracious enough to volunteer to assist residents. If a phone call will take care of a situation just as easily as a person-to-person visit, then this is how it should be handled. If a resident plans to bundle trips/stops, the request should be made clear prior to the arrival of the volunteer. Compensation should always be given to the volunteer. Time and money are required for every favor given, remember this. There are several opportunities for assistance with transportation. Investigate and utilize them for your own benefit.

## **UNIVERSAL PRECAUTIONS**

You can't tell by looking at someone whether they might carry an infectious disease. People can carry and spread infections when they appear sick and when they appear healthy. Many infections are highly contagious in the day or two before symptoms develop (such as colds/flu). Some infections that people carry may cause no symptoms at all (such as Hepatitis B).

In order to effectively prevent the spread of communicable diseases, we must use the same infection control practices at all times with everyone:

Wash hands with soap and running water:

- before and after you handle food or drink, eat, go to the toilet, or assist children toileting
- handle soiled clothes
- touch blood, skin lesions, eye discharge, mucus, saliva, vomit, urine or stools

Use latex vinyl gloves to care for:

- bloody injuries or incidents
- oozing skin rashes or lesions
- mouth or eyes
- diapers with bloody stools or oozing diaper rash
- surfaces, clothes or supplies soiled with blood or large amounts of other
- bodily fluids (vomit, urine or stool)
- cleaning bathrooms and/or kitchen

Clean and disinfect contaminated surfaces and objects

- clean with soap and water then disinfect with a bleach solution or other approved disinfectant
- make the bleach solution by mixing 1 Tbsp of bleach with 1 quart of water OR 1 cup of bleach with 1 gallon of water

Dispose of waste properly. Use trash cans that:

- are lined with disposable plastic bags
- have tightly fitting lids

### **Hepatitis B - -What is it?**

Hepatitis B is an infection of the liver caused by a virus. Symptoms include abdominal discomfort, loss of appetite, nausea, joint pain and fatigue. Older children and adults usually have jaundice or yellowing of the skin and white of the eyes, dark urine and pale colored stools. Young children may not show any of the above listed symptoms, and more often than not are not jaundiced.

Symptoms may range from mild to severe. Most people with Hepatitis B recover completely within weeks to several months. However, approximately 1% develop severe and fatal complications of this disease.

Approximately 10% of people become "chronic carriers" and have no symptoms or they may develop persistent or recurrent symptoms of the disease such as, cirrhosis of the liver, liver cancer and liver failure. They may also spread the infection to others.

### **Hepatitis B - -How is it spread?**

Hepatitis B is spread when infected blood, sexual fluids (semen and vaginal secretions) or saliva get into another person's body. This can happen through sexual intercourse, pregnancy, childbirth and breastfeeding, through sharing injection equipment, blood transfusions, splashes of blood onto broken skin or mucous membranes (eyes and mouth), sharing razors and toothbrushes and rarely through biting.

### **Hepatitis B - -When is it contagious?**

Hepatitis B is usually contagious from approximately 1 month before until 1 month after the start of jaundice.

Among people who become chronic carriers, the disease is contagious as long as Hepatitis B can be detected in their blood, often for life. After exposure to Hepatitis B, it can take 6 weeks to 6 months to develop the illness.

### **Hepatitis B - -How is it diagnosed and treated?**

Hepatitis B is diagnosed by a special blood test. There is no specific treatment; a person with this disease usually gets better over the course of weeks or months with proper rest, nutrition and fluids. When symptoms are severe, hospitalization and special treatments may be necessary. If a person has been exposed to Hepatitis B within the previous 72 hours, they may be given an injection with immune globulin and a 3-dose vaccine. These can prevent them from getting sick or make their illness milder.

### **HIV/AIDS - - What is it?**

HIV (Human Immunodeficiency Virus) is an infection with a virus. People infected with HIV can remain healthy for many years without showing any symptoms. Overtime, HIV damages a person's immune system and other organs and can lead to AIDS (Acquired Immunodeficiency Syndrome), a combination of illnesses that can be severe and life threatening.

Children and adults with HIV/AIDS may alternate between relatively healthy and sick periods. Adults with HIV/AIDS may lose weight, feel weak, get infection and have neurological problems. Children with HIV/AIDS may experience delays in growth and development and frequent infections such as thrush, diaper rash, ear infections and pneumonia. Many medications help to treat the associated illnesses. There is no cure.

### **HIV/AIDS - - How is it spread?**

HIV infection is spread through infect blood or sexual fluids (semen and vaginal fluids) get into another person's body. This can happen through sexual intercourse, pregnancy and childbirth, breastfeeding, sharing injection equipment and blood transfusions. Rarely HIV has ever spread through blood splashes onto broken skin or mucus membranes (eyes and mouth). Very rarely has HIV ever been spread by sharing razors or toothbrushes, and by biting. HIV is not spread through casual contact such as playing together or drinking out of water fountains.

### **HIV/AIDS - -When is it contagious?**

HIV infection is contagious beginning shortly after a person is infected and continuing for the rest of her/his life.

### **HIV/AIDS - -How is it diagnosed and treated?**

HIV infection is diagnosed by a special blood test. The most common test is for HIV antibodies, which the body produces in response to HIV infection. In adults and children over 15 months of age, positive test for HIV antibodies indicates HIV infection. However, since mother's pass antibodies to their babies during pregnancy, a positive test for HIV antibodies in children under 15 months of age may indicate that the mother has HIV infection and not necessarily that the baby is infected - there is only a 20-30% chance that the baby will be born infected, especially since now pregnant mothers can take drugs that will reduce the outcome of their child being born with HIV.

HIV infection and many of the associated illnesses can be treated with medications, including antibiotic and antiviral medications, immune therapy and breathing treatments. Studies have shown that early diagnosis, treatment and close medical follow up can improve the health and survival of children and adults with HIV/AIDS.

## **EMERGENCY PROCEDURES**

### **Workplace Threats and Violence**

Ruth Haven does not tolerate any form of workplace violence. This includes, fighting, threatening and intimidating residents and staff (Administrator, Resident Coordinator, volunteers, visitors). Any violation of the above listed forms of violence will result in an immediate discharge from Ruth Haven.

Ruth Haven maintains a no-weapons policy, and all firearms, knives, mace, pepper spray or any other weapons are strictly prohibited.

If a bomb threat occurs through a telephone call or other means, or an individual is threatening residents or staff with a deadly weapon, leave Ruth Haven as quickly as possible, and contact the proper authorities, 911, from a safe and secure location.

### **Fire Procedures**

**BEFORE OPENING ANY DOOR, FEEL TO MAKE SURE THAT IT IS NOT HOT! IF IT IS, DO NOT OPEN!**

#### **IF DOOR IS NOT HOT:**

Leave room immediately.

Close your room door as you leave.

Leave the building and gather together outside across the street in front of King's Daughters' Hospital, away from Ruth Haven.

A staff person should take note of the persons present and inquire about those not present.

When the firefighters arrive, inform them of missing persons who may still be in the building and any other additional information about the fire.

#### **IF DOOR IS HOT:**

DO NOT OPEN DOOR!

Use fire escape route.

If unable to use escape route, scream out the window, "FIRE, CALL 911!"

Hang a sheet or pillowcase out of your window, so the fire department will know which room has people in it.

If the room is filled with smoke, use damp cloths over your mouth to filter the smoke.

Drop to the floor; stay until help comes.

#### **IF THE SMOKE ALARM SOUNDS, PLEASE FOLLOW THE FOLLOWING STEPS:**

Check to see where the fire is located.

Attempt to extinguish the fire ONLY IF YOU HAVE ABSOLUTELY NO DOUBT ABOUT YOUR SAFETY AND THE PROPER PROCEDURE TO PUT OUT THE FIRE.

Contact the staff after extinguishing the fire.

If you are unable to put the fire, follow steps 1 through 6 above.

In the event of a fire, please exit Ruth Haven through one of the following 3 exits: front door that leads out to Presbyterian Street, back door off the kitchen that leads to the KDH emergency parking lot, back door through the Director's living quarters that leads to the alley. The Director will contact the proper authorities, 911, from a safe location. In a calm and orderly fashion, all residents and staff will meet across the street on the KDH property and wait for the firefighters to arrive on the scene. The fire extinguishers are located in the following places in the house:

Upstairs hallway

Main floor kitchen and next to the manager's office

Both basements

## **Medical Emergencies**

In the event of a resident attempting suicide, major bodily injury, death of an individual or serious life threatening medical emergency that you believe warrants EMS to be called, please contact the Director of Ruth Haven and they will take control of the situation. If there is not staff available, contact the proper authority, 911. Administer first aid if necessary. The first aid kit is located in the laundry room.

## **Natural Disasters**

If there is a severe thunderstorm or tornado watch issued for Jefferson County, Indiana please listen to the television and radio for directions. If a severe thunderstorm or tornado warning has been issued, then all residents and staff are to go to the basement and remain there until the threat has passed. Please continue to listen to the radio-for further information and instructions. If Ruth Haven has suffered structural damage after a storm, and there is no staff on duty, notify the Director as on as possible.

If there is an earthquake and you are indoors, please take cover underneath a sturdy piece of furniture or in a doorway. Stay away from windows and glass. If you are outside, avoid downed power lines and watch for falling objects. Be prepared for aftershocks. Shut off the main gas and water line located on Ruth Haven property.

If there is a blizzard or severe snowstorm, then all outside events for residents of Ruth Haven will be canceled. Please monitor the plumbing and if there is a problem, please report this to the Director as soon as possible. Keep water running a pencil thin stream during freezing temperatures to prevent pipes bursting.

If there is a flood, do not panic. Staff will direct residents on proper procedures. If there is flash flooding and the first floor becomes flooded, quickly climb the stairs to the second floor and wait for emergency personnel to arrive and be escorted to safety.