

Huron Street Transitional Housing Guest Guidelines

COOPERATIVE LIVING

While residing at the transitional house, all participants will be treated with dignity and respect. There is a zero-tolerance policy for discrimination of any kind (race, sexuality, religion, appearance, occupation, capabilities, and other economic status). Any discriminatory actions could result in immediate discharge from the program. Cooperative living expectations are that all transitional housing workers and participants will be treated with respect and willing to resolve conflict when it arises.

TRANSITIONAL HOUSING WORKERS

Your transitional housing worker is here to give you support while you reside in the transitional housing program. Their role is to help you set goals, achieve those goals and connect you to your community. Workers will monitor your progress and try to be available when you need assistance. You will be assigned a worker for your stay and that will be the main support you work on your goals with while you are in the program. You are required to meet with your assigned worker weekly to discuss your action plan and SMART goals. Workers will coach you wherever they can and help connect you with the most appropriate community resources and supports. Failure to meet your worker at your designated times may result in a warning. After 3 consecutive missed meetings/warnings the workers will be required to review your stay.

CONFIDENTIALITY

The transitional housing workers of the OCCHC and partnering agencies work very hard to protect the confidentiality of all our participants. Please respect all participants confidentiality while staying at the transitional house. Do not let strangers or visitors know who is staying within the house at any given time or former participants whom have been discharged. If someone asks you if someone is here, please let the workers know. Confidentiality is still in effect when leaving the house and going into community.

LAUNDRY FACILITIES

Laundry facilities are available in the basement for free. The laundry facilities are for participants in the program only. We ask that you are respectful and mindful of the times you are doing laundry. No laundry after 11pm. Laundry days are assigned by room numbers. You can find these posted throughout the house.

FIRE SAFETY

Transitional housing workers will show you where the fire exits are. ***(fire safety plan can be found in the common room at the front of the house)*** Be aware of all the fire exits. You must respond to any alarm whether you believe there is a fire or not. All participants will gather on the sidewalk down the street and will not return to the building until a member of the fire department or worker instructs you to do so. Workers will inform you if it is a false alarm. If you are aware of any safety hazards throughout the house please let your worker know so we can notify the landlord immediately. Candles and any other items that may be a fire safety risk are prohibited from in the house.

BELONGINGS

We have limited storage space; therefore, we ask that you only bring what you need when moving in. Clothing, toiletries, personal items etc. For security reasons we cannot store any large amounts of cash or valuables for you. We advise you to **lock your room** at all times when not in your room as the OCCHC or landlord is not responsible for any lost or stolen items. If you are discharged or leave without notice and leave your belongings behind, we will store them for a maximum of 7 days only. After 7 days your belongings will be donated to the local thrift store. We ask that you PLEASE do not leave belongings behind we do not have the manpower to clean out units upon discharge.

CELLPHONES/WIFI

Cellphones are permitted in the house. Wi-fi is accessible and included in your rent. It is against the OCCHC Transitional Housing policy to take photos in the house or on the property due to confidentiality. (Other participants could unwillingly be in the background of photos etc.)

TELEVISION/COMPUTER

There are 2 common spaces for participants to utilize and watch TV. Please be mindful of other participants while using the TV and common spaces. Volume, time of day/night and please clean up after yourself. TV rooms are closed at 11pm. Please be mindful of the content viewed in common areas. The laptop set up in the common area is a shared space for all participants. Please limit your computer time to 1 hour at a time. Computer is closed at 11pm.

SMOKING

Smoking is not permitted in the building under any circumstances. You may smoke in the designated smoking area. There is a smoke butt disposal provided. Please respect the landlord's property and do not leave cigarette butts all over the ground. Smoking anywhere else on the property or in your room will result in immediate discharge.

PERSONAL HYGIENE

All participants are encouraged to shower or bathe daily. All participants are responsible to clean the tubs, showers, sinks, toilets once they are done using them. **WE DO NOT HAVE CLEANING STAFF.** We ask that you keep your hygiene supplies, and towels in your rooms as there is limited space in washrooms. We want all participants to enjoy a clean facility. Please do not flush personal care items down the toilets. Proper disposal of sanitary napkins, tampons, and diapers are necessary to prevent disease. Please be mindful of time of day you are showering.

SCENT FREE FACILITY

We request that you refrain from using strong fragrance items in your rooms such as air fresheners etc.

CHORES

Chores are to be completed daily. **ALL** house guests are required to be an active member in keeping the house clean and a positive space to live. Failure to participate in house chores will result in discharge.

ROOM INSPECTIONS

Room inspections will be completed to ensure rooms are tidy, free of food, pests, weapons and no damages. The room inspections are important as they will bring on coachable life skills moments by your workers.

WEAPONS/VIOLENCE

Any form of weapon found while in transitional housing will result in immediate discharge. Any acts of physical violence towards workers or other participants will result in immediate discharge. We ask that you refrain from bringing any weapons or illegal items into the house. If any dangerous items are found, it will result in immediate discharge from the program.

SUBSTANCE USE

We understand some participants may choose to use substances while residing in the transitional housing program. We ask that you do not use substances in the house or on the property. Please reach out to your worker to create a safety plan if you choose to use substances. All participants may be at different stages of their substance use and we do not want to risk triggering other participants. Please respect this policy for the safety of everyone in the house. If you are found to be using substances, storing substances or paraphernalia, or selling substances at the transitional housing program it will result in immediate discharge.

THEFT

Theft will not be tolerated. Stealing from workers, participants, the building or landlord will result in immediate discharge.

FOOD

Let workers know of any allergies so we can create a plan to keep you the safest in the house with the communal kitchen. **All meals are to be eaten in the kitchen/dining area.** We ask that you refrain from bringing meals into the common areas and your rooms to avoid pests. Water is permitted in rooms only. **Kitchen is closed at 11pm.**

NO VISITORS POLICY

Due to the current COVID19 pandemic there is a no visitor policy in effect. If you violate this policy, you will be putting everyone else who resides at the home at risk. This policy is a Public Health guideline. **Only essential support services, as deemed necessary by the OCCHC, are able to enter the transitional housing program.** If you are found to have visitors in the house it could result in immediate discharge

LIFESKILLS COACHING

As a participant of this program, you are required to participate in mandatory Life Skills coaching classes. Your case worker will ensure you have the appropriate schedule for these classes. *(Cooking, Cleaning, Home Maintenance, Budgeting, Healthy Relationships, Safety and more!)*

FURNITURE/DONATIONS

Furniture/Donations in common areas are not for participants. Please ask a worker before taking any of the donations/belongings throughout the house to your room. The items are put throughout the house for all participants to enjoy. The large furniture donations are for participants transitioning out into the community/ independent living after completing the program. Please ask before moving furniture in the house.

ROOMS

You are renting rooms – Please do not, hammer, drill or paint any walls without permission. Do not go into any other rooms empty or occupied and help yourself to any other items. If you need something please ask the Housing Stability Workers. Your belongings must always remain in your room or your locker. We ask the you refrain from leaving personal items in common areas.

I voluntarily participate in the transitional supportive housing program operated for my benefit by the Oxford County Community Health Centre and the Private Landlord and agree to abide by these rules/guidelines. I understand that the OCCHC Transitional Housing Program is a program and the OCCHC and Private Landlord intends for the living accommodation to be exempt from the Residential Tenancies Act (RTA) and fall under the Transitional Housing Act (THA).

Participant Name (Please Print)

Participant Signature

Date

Witness Signature

Date