

PORTAGE MANOR RULES & POLICIES (Form 7c)

SMOKING POLICY:

Smoking is only allowed outside and must be 8 feet from the building entrances on the designated men's and women's cement patios only. Smoking areas must be kept clean and orderly. Trash must be thrown away, no towels taken outside, cigarette butts must be placed in designated containers and not littered on the ground. No cursing or arguing in the smoking areas will be permitted. You may have a radio with headphones only. Smoking privileges can be lost due to failure to follow rules and maintain common courtesies.

- 8a-9p: You may use any exit to get to designated smoking patios in the rear of the building. Smoking is only permitted on these two cement patios.
- 9p-8a: Please use the exit through the employee break room & smoking is only permitted on the smoking patio by the service entrance (women's side) for security purposes.

PRIVACY:

- ❖ Residents are assigned to available beds upon admission.
 - North Hall 1st floor: Reserved for Men
 - North Hall 2nd Floor: Reserved for Men
 - Central Hall 2nd Floor: Reserved for Married Couples, but not exclusively; beds may be used based on need.
 - South Hall 1st Floor: Reserved for Women
 - South Hall 2nd Floor: Reserved for Women

Residents are to be on their own wing and floor by 9:00pm. Residents may go to other wings after 8:00am.

- ❖ Bedrooms are private. Residents may visit each other in lounges or other common areas.
- ❖ An adult privacy room is provided as an appropriate place for private intimacy. It is open Monday through Friday 8:00am – 3:30pm. You must check availability and obtain key from 1st floor nurses station.

COMMON AREAS:

- ❖ Lounges:
 - Sunday through Thursday: TV's may be turned on at 5:00am and must be turned off at 12:00 midnight.
 - Friday and Saturday: lounge TV's may stay on until 1:00am.
- ❖ Radios and TV's, remote control vehicles and other noise-making devices will be TAKEN AWAY if not turned down or off when requested by staff. First offence one (1) week, second offence two (2) weeks. Be courteous and respectful of others, conduct yourself in a way that is acceptable in a public setting when moving through the facility and when out of your rooms.

BED ROOM:

- ❖ TV's, radios, and lights may be turned on at 5:00am and must be turned off at 10:00pm in all Resident's rooms
- ❖ Residents are to be in bed by 12:00 midnight Sunday through Thursday and 1:00am on Friday and Saturday nights. All residents should be in the dining room for breakfast.
- ❖ Again, bedrooms are private. Residents may visit each other in lounges or other common areas.

ALCOHOL AND DRUGS:

No alcoholic beverages or non-prescribed (street) drugs are allowed in the building or on the grounds. Portage Manor has a no tolerance policy. A thirty-day (30) discharge will be issued to those who violate this rule.

RESTRICTED AREAS:

- ❖ Residents are not allowed to be in the POLE BARN, OLD SMOKE HOUSE OR ON LAND UNDER CULTIVATION unattended.
- ❖ Residents are NOT ALLOWED out back behind the building after dark except for on the smoking patio's; to include trail and woods unless with staff supervision.
- ❖ Residents are NOT allowed in the RAVINE.
- ❖ Residents are allowed in the BASEMENT for Case Management services and RESIDENT LAUNDRY and other areas with permission from staff. The basement is unlocked and open from 8:00am until 3:30pm Monday through Friday.
- ❖ Neighborhood APARTMENTS are off limits, per their request.
- ❖ Residents are allowed in STAFF OFFICES when called, or to deal with specific problems. Please be respectful of staffs time and their work space.
- ❖ Residents are not allowed on the front porch after doors are locked.
- ❖ Second floor central balcony closes at 10:00pm, so not to disturb residents that room in that area.

SECURITY:

- ❖ Exterior doors are kept secured for your protection.
 - 8a-9p: Main Entrance Doors, 1st Floor Men's Lounge/Ramp entrance (North Hall), 1st Floor Men's Stairwell/North Hall (leading to men's smoking patio), Women's 1st Floor lounge/South Hall (leading to women's smoking patio) are unsecured for use during these hours.
 - 9p-8a: All doors are secured during these hours. If you are needing to gain access to the building when exterior doors are secured, you can go to main entrance and ring the door bell and a staff member will let you in.

Please note: All exterior doors are ALWAYS able to be used for exit in the event of an emergency, however you cannot access the facility from the outside using these doors after 9p and before 8a.

- ❖ Physical and verbal abuse of Residents or staff members creates an unsafe and uncondusive living/working environment and will not be tolerated.
- ❖ Borrowing, selling and stealing are not allowed. Staff will not be responsible for getting money or cigarettes back if a Resident lends them out.

- ❖ All guest must sign in at the front reception desk; uninvited strangers seen in the building or on the grounds must be reported to the staff on duty as soon as possible.
- ❖ Residents out on passes must return to the facility by 9:00pm (last transpo bus arrival) unless other transportation is used and prior approval granted by Administrator or his/her designee.

VISITORS:

Visiting hours are from 9:00am to 9:00pm. Visitors are allowed in any non-restricted area if accompanied by a Resident or staff member. Emergency visitations are permitted anytime. Again, all guest/visitors must sign in at the front reception desk.

DAY & OVER NIGHT PASSES:

- ❖ Again, Residents out on a passes must return to the facility by 9:00pm (last transpo bus arrival) on the return date; unless other transportation is used and prior approval granted by Administrator or his/her designee.
- ❖ For purpose of safety for residents it is required that all residents leaving the facility for any reason (ex: appointment, activity, leisure) must obtain a pass, from the nurses station on the floor they reside, indicating estimated times of departure and return.
- ❖ 48 hour notice must be given for overnight passes so that medications can be packaged by pharmacy.
- ❖ The RCAP (Residential Care Assistance Program, a State program that pays room and board cost to eligible residents) no longer pays for bed hold for the Residents. Portage Manor will not charge you for days you are LOA. RCAP Program only allows (30) thirty overnight Leave of Absence Days (LOA's). After thirty (30) LOA days RCAP discontinues the Resident from the program.
- ❖ RCAP Residents who are absent from an RCAP facility due to a continuous stay in a nursing facility may return to a participating RCAP facility if the Resident returns by the 181st day of the nursing facility admission date. The 180 days is defined as the nursing facility admission date (considered day one) plus 179 days of continuous institutional care, totaling 180 days out of the RCAP facility. During these additional available LOA days, the RCAP Resident will be placed "on hold" in the RCAP program. In the event the RCAP Resident is not transferred back to the participating RCAP facility by the 181st day from the nursing facility admission date, the Resident will be discharged from the RCAP program. Additionally, in accordance with the currant requirement, while the RCAP Resident is using the LOA days, the RCAP facility will not receive RCAP funding nor the RCAP Resident's liability amount.

Please be aware: NO passes will be given during nursing report which take place, 6:30am -6:45a, 2:30pm - 2:45pm, 10:30pm -10:45pm.

-Residents can get passes from 4:00am to 10:00pm at the discretion of the administrator.

FOOD SERVICE:

Meals are cafeteria style dinning from 7:00am – 8:00am for breakfast, 11:30am – 12:30pm for lunch and 5:00pm – 6:00pm for dinner. Residents who have a phyician order for help with tray, referred to as "Carry Tray", are served first. Then tables are called in a rotating schedule.

Rules are needed to ensure a safe, organized, and pleasant dinning experience for everyone:

- No horseplay in the dining room.
- No radios or other noise making devices allowed in dining rooms during meal times.
- No pushing or cutting in line.
- No cursing or arguing.
- No food is to be taken from the dining room.
- Early trays and sack lunches are available with advance notice from the Food Service Supervisor and/or other staff.
- Menus are posted on a weekly basis. Residents may choose to eat outside the facility at their own expense.
- You may purchase or have family members purchase non-perishable snacks. however, we ask that you do not bring in more food than you can consume at the time. All food and beverages must be consumed in the dining rooms or lounges unless kept in a sealed container. Please help keep our home insect free.

HOUSEKEEPING:

- ❖ Residents are responsible for keeping their room tidy everyday.
- ❖ Residents are NOT to rearrange furniture.
- ❖ Residents are not to remove any items from the housekeeping carts.
- ❖ Residents must tidy their room before asking for a pass to go out.
- ❖ Food and beverage items are NOT allowed in bedrooms under any circumstances unless kept in a special container. They attract insects and rodents. Food and beverages brought into the building must be consumed in the dining rooms and lounges on the same day. Beverages must be in covered cups to prevent spills.
- ❖ All clothing must be labeled by housekeeping. Clothing added after admissions must be labeled. Please pass on newly owned clothing items to housekeeping so labels can be secured.
- ❖ Housekeepers will assist in storing off-season clothing which is packed in boxes or luggage. Storage of belongings is limited to four (4) containers.
- ❖ Clothing and belongings in excess of suggested inventory are the responsibility of the Residents family.
- ❖ Upon discharge residents must remove all belongings within seven (7) days. After this time they will be donated to charity, unless other arrangements are made with housekeeping supervisor.
- ❖ Laundry:
 - Washer and Dryers are available from 830a-3:30p Monday through Friday, closed on holidays. You may use these if you choose to launder your own clothing.
 - In House Laundry Service Schedule is as follows:
 - Mondays: 1st Floor Men's North Hall
 - Tuesdays: 2nd Floor Men's North Hall
 - Wednesday: 2nd Floor Women's South Hall
 - Thursday: 1st Floor Women's South Hall
 - Friday: 2nd Floor Central Hall/Married Couples

Please have all soiled clothing and linen in large laundry bin in hall by 8:30am on your designated laundry day. Clean clothes will be returned by 4pm on your designated laundry day.

NURSING SERVICES:

- ❖ Residents and non medical/nursing staff are allowed in nursing stations ONLY for medical treatment.
- ❖ Residents must respond promptly when called to the nursing station for medications. Passes are restricted for twenty four (24) hours for Residents who do not take medications at prescribed times.
- ❖ If outside medical services are needed, appointments must be made by the Medical Records Clerk. Residents must be dressed and ready for appointments on time. Residents are given an appointment card when it is made and will be reminded the night before of any scheduled appointments, labs, and/or on-site physician visits.

PERSONAL HYGIENE:

- ❖ Residents are required to bathe, shampoo hair, clean and trim nails, and change clothes on a regular basis. It is recommended that residents shower every other day, no less than two times per week. Clothes clean, in good repair, and are to be changed daily.
- ❖ Assistance with bathing and nail trimming is available through the nursing department.
- ❖ Male residents should shave daily and receive a haircut monthly.

TELEPHONES:

- ❖ Portage Manor provides a phone in the conference room for local calls, with a ten (10) minute limit per call please. Each Resident is also allowed two (2), ten (10) minutes long distance calls per month. Conference room hours are 8:00am to 10:00pm daily. If you need to make a call outside of those hours, please ask to use the phone in the Nurses' Station.
- ❖ Telephones in staff offices are for business or emergency use ONLY.

CLOTHING ROOM:

- ❖ Residents who need clothing may choose from donated items in the clothing room with the assistance of their housekeeper on Friday's at 1:23pm.
- ❖ Residents who wish to donate clothes to the clothing room may bring them down to the clothing room at the specified time on Friday. Residents may also exchange their donated clothing items for cloths that are available in the clothing room; limited to four (4) items each week.
- ❖ If you need clothes and/or shoes urgently due to unforeseen circumstances; see the certified nursing assistant for help.
- ❖ Residents who are newly admitted to Portage Manor and need immediate clothing assistance can utilize this room upon their admission.

MAIL:

- ❖ Mail is distributed by the staff after it has been sorted. If a Resident is not in the facility at the time mail is distributed their mail will be left in the banking office.
- ❖ Saturday mail will be distributed on Monday.
- ❖ Residents have signed on admission an authorization for business office staff to open business mail; such as Medicaid reviews, social security information, etc. to ensure deadlines are met and benefits remain intact.

OVERNIGHT GUESTS:

Due to the limited amount of Resident room space and residents privacy, the facility is unable to accommodate overnight guests. The business office will be happy to provide families with phone numbers of hotels that are located close to the facility.

PET POLICY

- ❖ Resident pets will be considered on an individual basis.
 - Number of pets in the building.
 - Resident’s financial status.
 - Pet would not pose a health or safety risk to resident, staff, visitors or property.
 - Approval from roommates.
 - Administrator will make the final decision.
- ❖ Resident's who have a pet must keep room tidy and care for the pet well.
 - Follow guidance from Activity Director on litter/food schedule.
 - Having a pet is a privilege and can be taken away if rules are not followed and/or if pet poses a health threat to residents/staff.
 - Must have a back up to care for pet in your planned or sudden absence.

BANKING:

The Banking Office makes money available to Residents from their patient trust accounts at regular times. Monday through Friday starting at 9:00am respectively.

- ❖ Change will be available until 3:00pm.
- ❖ Residents who will not be in the building at banking times may fill out the voucher book located at the first floor nursing station the night before and get their money when they return.
- ❖ Please be aware banking days are longer on days social security checks are deposited; usually the third of the month. Resident on the RCAP program receive fifty-two (52) dollars a month for personal expenses.

 *A little curtesy and kindness goes a long way in making our home a pleasant place for all of us.*

I _____ (Print Name), have read and received a copy of the Portage Manor Rules & Policies

Resident/Responsible Party signature: _____ Date _____

Social Service/Designee Signature: _____ Date _____

Extra copies are available in the Social Services’ office Monday – Friday 8:30am-3:30pm.