

# Enforcement of Policies and Grievance Policies for Legacy House Sober Living

At Legacy House Sober Living, we are committed to providing a safe, supportive, and structured environment for individuals in recovery. To maintain this environment, it is crucial that all residents adhere to the established policies. This document outlines the enforcement procedures for policy violations and the grievance policies for residents to express concerns or appeal decisions.

## Enforcement of Policies

### 1. Policy Awareness

- Upon admission, all residents are provided with a copy of the house policies and are required to sign an acknowledgment form indicating their understanding and agreement to comply.
- Policies are reviewed during orientation to ensure clarity and to address any questions.

### 2. Types of Policy Violations

Violations are categorized into three levels:

**Minor Violations:** Examples include tardiness to meetings, unclean personal space, or minor curfew breaches.

**Major Violations:** Examples include repeated minor violations, disrespect towards staff or other residents, or failure to participate in required activities.

**Severe Violations:** Examples include possession of prohibited substances, violence, theft, or any behavior that endangers the safety of the community.

### 3. Steps for Addressing Violations

#### - Minor Violations:

- First Offense: Verbal warning from staff.
- Second Offense: Written warning and required meeting with house manager.
- Third Offense: Development of an accountability plan or additional consequences (e.g., extra chores).

#### - Major Violations:

- Immediate written warning and meeting with the house manager.
- Possible temporary suspension of privileges (e.g., curfew extensions or guest allowances).
- If repeated, a formal review with the management team to determine further actions, which may include probation or expulsion.

#### - Severe Violations:

- Immediate removal from the property if safety is at risk.
- Formal review by management within 24-48 hours to determine eligibility for reinstatement or permanent expulsion.

#### **4. Documentation and Record Keeping**

- All policy violations and disciplinary actions are documented in the resident's file.
- Residents are provided with copies of written warnings and final decisions.

### **Grievance Policies**

#### **1. Purpose**

- The grievance policy provides residents with a fair and transparent process to raise concerns, appeal decisions, or report issues in a respectful manner.

#### **2. Submitting a Grievance**

- Residents must submit grievances in writing using the designated grievance form, available from the house manager.
- Grievances should include a clear description of the issue, any supporting details, and the desired resolution.
- Completed forms should be submitted to the house manager or an alternative designated staff member.

#### **3. Review Process**

**Step 1:** The house manager reviews the grievance within 3 business days and schedules a meeting with the residents to discuss the issue.

**Step 2:** If the grievance cannot be resolved at this level, it is escalated to the management team for further review.

**Step 3:** The management team provides a written response to the residents within 7 business days of receiving the escalated grievance.

#### **4. Confidentiality and Non-Retaliation**

- All grievances are handled confidentially to protect the privacy of all parties involved.
- Residents are assured that raising a grievance in good faith will not result in retaliation or negative consequences.

## **Statement of Recovery Residence Rights Legacy House Sober Living**

At Legacy House Sober Living, we are committed to providing a supportive, respectful, and safe environment for individuals in recovery. The following statement outlines the rights and responsibilities of all residents in our recovery residence. This document serves as a foundation for promoting recovery, community, and personal growth.

### **1. Right to Respectful Treatment**

All residents have the right to be treated with dignity, respect, and compassion, regardless of their background, beliefs, or circumstances. This includes being free from any form of discrimination, harassment, or intimidation.

### **2. Right to Privacy**

Residents have the right to privacy in their personal living spaces. This includes the right to store personal belongings securely and to be free from unnecessary intrusion into their personal space, within the boundaries of house rules.

### **3. Right to a Safe Environment**

Residents have the right to a safe and sober environment that supports their recovery journey. This includes protection from substance use, violence, and unsafe behaviors. All residents must comply with house rules regarding sobriety and conduct to maintain a safe living environment.

### **4. Right to Fairness**

Residents are entitled to fair and consistent enforcement of the house rules. Any disciplinary actions or consequences should be communicated clearly, and residents will have an opportunity to discuss or appeal any decisions regarding their behavior or standing within the house.

### **5. Right to Participate in Recovery-Oriented Programs**

Residents have the right to access recovery-oriented programs, including 12-step meetings, individual counseling, and group therapy, as appropriate. Legacy House encourages participation in recovery activities and supports residents in maintaining an active recovery plan.

### **6. Right to Communication**

**Residents have the right to freely communicate with family, friends, legal representatives, and others, in accordance with house rules. However, all communication must respect the privacy of others and maintain the integrity of the sober living environment.**

### **7. Right to Express Concerns**

Residents have the right to voice any concerns or grievances in a constructive and respectful manner. Legacy House provides a clear process for resolving conflicts, and residents are encouraged to bring issues to management or the house leadership team to be addressed promptly.

## **8. Right to Equality in House Decision-Making**

Residents are encouraged to actively participate in house meetings and the decision-making process. The collective input of residents is valued, and decisions affecting the group are made with fairness and collaboration.

## **9. Right to Access Supportive Services**

Residents have the right to access any additional support services offered by Legacy House, including referrals for mental health care, vocational training, educational resources, and other community support services. Residents are encouraged to use these services as part of their ongoing recovery.

## **10. Right to Recovery and Personal Growth**

All residents have the right to focus on their personal recovery journey, free from judgment or unnecessary disruption. Each individual's path to recovery is respected, and all residents are encouraged to take responsibility for their progress while being supported by the community.

### **Responsibilities of Residents:**

While residents are entitled to the rights outlined above, they also have the responsibility to:

- Maintain sobriety and adhere to all drug and alcohol-free policies.
- Respect the house rules, including curfews, guest policies, and house chores.
- Contribute positively to the recovery community and offer support to fellow residents.
- Participate in mandatory meetings and activities, as outlined in the program.
- Be accountable for their actions and take responsibility for their recovery.

## House Rules

1. \_\_\_ **No alcohol or drug use.**- This includes possession, consumption, selling/ distributing of any type of mood or mind-altering substances.
2. \_\_\_ **Drugs also include all medications** not prescribed by a licensed medical practitioner to the resident. ONLY prescribed medication necessary for legitimate health/mental health problems, and taken under the supervision of a physician/psychologist in the prescribed manner ARE ALLOWED. If there is any question, a urine sample may be requested. **IF REFUSED, YOU WILL BE ASKED TO LEAVE. IF TEST IS POSITIVE, YOU WILL BE ASKED TO LEAVE WITH NO REFUND OF ANY MONIES PAID.**
3. \_\_\_ No criminal acts, weapons on property, damage to property, or threats of violence to anyone are permitted on the property.
4. \_\_\_ Disrespect of staff or other residents will not be tolerated.
5. \_\_\_ House Quiet Time time from 10:00 pm - 6:00 am no loud noise will be
6. Tolerated
7. \_\_\_ Absolutely no loud/profane/sexual music/videos, gambling, horseplay, lude/sexual acts or profanity is allowed in the facility.
8. \_\_\_ Main entrance will be secured at 10:00 pm sharp
9. \_\_\_ Urinalysis may be conducted within 72 hours of moving in.
10. \_\_\_ IF not permanently disabled, you must be attending school, work or actively seeking employment.
11. \_\_\_ Only residents living in the shared bedroom are allowed in that room. Any other residents must have verbal permission from room residents or have management present.
12. \_\_\_ No resident or sexual relations are permitted on this property.
13. \_\_\_ Bedrooms are expected to remain clean and beds made when residents are not in them.
14. \_\_\_ Residents are responsible for cleaning their assigned room (I.E. sweeping, mopping and dusting the floor and emptying trash.)
15. \_\_\_ Food is eaten in the dining room only.
16. \_\_\_ All dishes used by residents must be immediately washed and cleaned after they use them, no dishes are to be left in the sink.
17. \_\_\_ Before a resident takes any overnight visits or takes an out-of-town trip he/she must let the House Manager/Staff know with 48 hour notice of how long they intend to be gone.
18. \_\_\_ Residents must have an active contact number in case Management needs to reach the resident.
19. \_\_\_ Guests are allowed and encouraged, at MANAGEMENT's discretion, but residents are responsible for their guest's behavior at all times.
20. \_\_\_ Guest are only allowed in designated areas, no rooms or private spaces
21. \_\_\_ Residents agree not to put a lock on bedroom doors or a blockade to permit entrance.
22. \_\_\_ Residents agree to attend a minimum of three meetings weekly. E.i 12 Step, Alcoholics Anonymous, N.A.....
23. \_\_\_ It is the responsibility of the residents to take all of his/her belongings once they leave. Any property left behind will be donated or destroyed after 3 days.

24. \_\_\_ Residents who have been asked to leave the premises because of being in violation of Legacy House policies agree that they are not allowed on the property without consent of MANAGEMENT.
25. \_\_\_ No gang signs flashed, language or insignias allowed.
26. \_\_\_ There is a MANDATORY weekly house meeting
27. \_\_\_ MANAGEMENT will oversee air-conditioning and heat settings. When you leave a room be sure to turn off all lights, fans, tv's, etc.
28. \_ Smoking is only allowed in designated smoking areas. Please remember to put your cigarette butts in the ashtrays.
29. \_\_\_ Chores will be arranged on Sundays, and residents are required to maintain that chore daily for 7 days.
30. \_\_\_ Treat others the way you would like to be treated.
31. \_\_\_ Lying, cheating and stealing are strictly prohibited. If caught, will result in immediate dismissal.
32. \_\_\_ Residents are required to submit to a drug and alcohol test at any time as per request. A refusal and/or failure to provide an adequate sample will be treated the same as a positive test result. Any attempt to cheat/circumvent a test will result in a dismissal.
33. \_\_\_ Bed and/or room changes may be required and are based on management's discretion.
34. \_\_\_ Resident must be respectfully clothed when leaving or entering the building and room.
35. \_\_\_ Residents are encouraged to practice the basic daily personal hygiene.
36. \_\_\_ Residents are responsible for cleaning up after themselves in any common areas.
37. \_\_\_ limit water use, showers, shut off water when brushing teeth.
38. \_\_\_ Curfew is 10pm Sunday through Thursday, and 12 am Friday and Saturday.  
\_\_\_ Probation Period- First 14 days curfew is 6 pm and will be adjusted at MANAGEMENT's discretion.
39. \_\_\_ IF ANY OF THE HOUSE RULES ARE BROKEN, RESIDENT MAY BE PLACED ON A RESTRICTION OR ASKED TO LEAVE. WITH NO MONIES REFUNDED.
40. \_\_\_ The undersigned resident hereby releases **Legacy House Sober Living**, and its MANAGEMENT from any/all liability for injury or damage incurred while on property.
41. \_\_\_ RULES ARE SUBJECT TO CHANGE AT ANY TIME AND CAN BE MODIFIED BY MANAGEMENT TO ACCOMMODATE DIFFERENT SITUATIONS.
42. \_\_\_ Residents will not "LOITER" in front of the building at anytime.

## Legacy House Sober Living

**At Legacy House Sober Living, we believe in fostering positive, respectful relationships with the surrounding community. As a sober living residence, we are committed to being a responsible neighbor and contributing to the safety, stability, and wellbeing of our local environment. Our Good Neighbor Policy is designed to ensure that all residents uphold the values of respect, accountability, and community involvement both within the house and in the broader neighborhood.**

### **1. Respect for the Neighborhood**

Residents of Legacy House are expected to treat all neighbors, businesses, and community members with courtesy and respect. This includes:

- Residents will not Loiter in front of this or any other community businesses
- Polite and respectful behavior when interacting with neighbors or others in the community.
- No disruptive behavior, including loud noises or altercations, especially during early morning or late evening hours.
- Maintaining cleanliness in and around the house and in the neighborhood, including not littering on the property or nearby areas.

### **2. Quiet Hours and Noise Control**

To ensure a peaceful environment for both residents and neighbors, the following noise-related rules are enforced:

- Quiet hours are set from 10:00 PM to 6:00 AM. During this time, residents should avoid making loud noises, including shouting, playing loud music, or slamming doors.
- Residents should also be mindful of their noise level when outside the house, especially in shared spaces like sidewalks, driveways, or parking areas.

### **3. Parking and Traffic**

Legacy House residents are expected to be considerate when parking their vehicles and moving through the neighborhood:

- Residents must park only in designated parking spaces and avoid blocking driveways, sidewalks, or street access.
- Visitors to the sober living house should be aware of parking rules and should park in designated visitor spaces or on the street without obstructing others.
- Be mindful of the traffic flow and ensure that cars do not block neighbors' driveways or create unnecessary traffic congestion.

#### **4. Visitors and Guests**

Legacy House recognizes the importance of social interaction and support, but all visitors and guests must follow these guidelines to ensure the safety and wellbeing of the entire neighborhood:

- All visitors must be approved in advance by house management.
- Visitors should not stay longer than the agreed-upon duration and must follow house rules regarding visitation hours (typically between 9:00 AM and 9:00 PM, unless otherwise specified).
- Guests are not allowed to stay overnight
- No disruptive or illegal activity is allowed by visitors in or around the property.

#### **5. Substance-Free Environment**

As a sober living residence, Legacy House maintains a strict policy of sobriety. Residents are expected to:

- Never use drugs or alcohol on or near the property, and to avoid engaging in any behavior associated with substance use.
- Immediately report any incidents of substance use, disruption, or behavior that threatens the peace and safety of the neighborhood.

#### **6. Safety and Security**

Residents are responsible for maintaining the security of the house and the neighborhood:

- Keep doors and windows secure at all times to protect both the residents and the property.
- Residents should report any suspicious activity to house management or local authorities promptly.
- Respect the property boundaries, avoid trespassing, and ensure that gates, fences, or barriers remain intact.

#### **7. Community Engagement and Volunteering**

Legacy House encourages residents to engage positively with the broader community. This can include:

- Participating in community clean-up days or local volunteer efforts.
- Attending neighborhood association meetings or community events where appropriate.
- Contributing to local charities or organizations that support recovery and wellness.



## **8. Accountability and Reporting Issues**

If any resident or neighbor feels that the behavior of residents of Legacy House is disturbing or problematic, there are clear steps to address and resolve concerns:

- Residents must report any issues or complaints to house management in a timely manner.
- Neighbors should feel comfortable reaching out to Legacy House management if they observe behavior that violates this Good Neighbor Policy.
- Legacy House will take all complaints seriously and work to resolve issues in a fair and respectful manner, ensuring that any concerns are addressed swiftly and appropriately.

### **Commitment to Being a Good Neighbor**

Legacy House Sober Living is dedicated to maintaining a positive relationship with the surrounding community. We understand the importance of being responsible, respectful, and considerate neighbors, and we strive to contribute positively to the local environment.

Residents are expected to adhere to this policy as a condition of their stay, and house management will provide guidance and support to ensure compliance. By following this Good Neighbor Policy, we can create a supportive, respectful, and harmonious living environment for everyone in the Legacy House community and the neighborhoods in which we live.

## **Medication Policy**

### **Legacy House Sober Living**

**At Legacy House Sober Living, we are committed to maintaining a safe and supportive environment for all residents as they work toward sustained recovery. The responsible use and management of medications are essential to both individual health and the collective well-being of our community. This Medication Policy outlines the guidelines for the proper handling, storage, and use of medications to ensure safety, sobriety, and compliance with recovery standards.**

#### **1. General Guidelines for Medication Use**

- **Sobriety First:** Legacy House operates as a drug- and alcohol-free environment. Any medication that may interfere with sobriety (including prescribed medications, over-the-counter medications, or supplements) must be disclosed to house management upon intake or when changes occur.
- **Transparency and Disclosure:** Residents are required to inform house management about all prescribed medications they are currently taking, including psychiatric, pain, or any other prescription drugs. All medications must be documented in the resident's personal recovery plan.

- **Approval for New Medications:** Residents must obtain approval from Legacy House management before starting any new medication regimen or changing existing prescriptions. This ensures that the medication does not conflict with the sober living environment and does not present a risk to recovery.

## **2. Prescription Medications**

- **Prescription Verification:** All prescribed medications must be in their original, pharmacy-labeled containers, with the resident's name, the prescribing doctor's name, and dosage instructions clearly visible.
- **Medication Compliance:** Residents are responsible for taking their medications as prescribed, following the prescribed dosage and schedule. Misuse of prescription medication (e.g., taking more than prescribed or taking medication prescribed to someone else) is prohibited.
- **Medication Storage:** All prescription medications must be stored in a locked container (provided by Legacy House management or the resident) to prevent unauthorized access. Residents are required to store their medications in a secure, designated area, which may include a locked box or medication locker.
- **Opioids and Benzodiazepines:** Due to the potential for misuse or dependency, opioids (e.g., painkillers) and benzodiazepines (e.g., anxiety medications, sedatives) may only be prescribed in limited circumstances and with prior approval from Legacy House management. A specific treatment plan and closer monitoring will be required for residents taking these medications.

## **3. Over-the-Counter (OTC) Medications and Supplements**

- **Approval of OTC Medications:** Residents must notify Legacy House management before taking any over-the-counter (OTC) medications or supplements. OTC medications like pain relievers (e.g., ibuprofen, acetaminophen), cold medicines, or herbal supplements may contain ingredients that could affect recovery or cause unintended side effects.
- **Storage of OTC Medications:** All OTC medications and supplements must also be stored securely and separately from any other substances (such as alcohol or illicit drugs) to ensure they are not inadvertently misused.

## **4. Monitoring and Medication Management**

- **Regular Medication Reviews:** Legacy House management may conduct regular reviews of the medications being used by residents, in collaboration with healthcare providers if necessary, to ensure that medication use is consistent with recovery goals and does not pose a risk to sobriety.
- **Medication Counseling and Support:** Residents who are prescribed medications that may affect their recovery are encouraged to participate in counseling or therapy to address potential risks and ensure that their medication regimen aligns with their overall recovery plan.

- Medication Assistance: Legacy House management is available to assist with coordination of medication refills or prescriptions, including reminders for medication pick-up or appointments.

## **5. Medication Misuse, Abuse, or Non-Compliance**

- Zero Tolerance Policy: Any evidence of medication misuse (such as taking medication not prescribed to the resident, using more than prescribed, or selling or sharing medication) is a serious violation of Legacy House policy and may result in immediate disciplinary action, including possible expulsion from the program.
- Non-Compliance: Residents who fail to follow the prescribed regimen, store medications securely, or disclose their medications appropriately may be subject to a review of their stay at Legacy House and may be asked to leave the program if non-compliance is deemed unsafe for the individual or the community.

## **6. Emergency Medication Use**

- Emergency Medical Care: If a resident requires emergency medical attention, including the administration of emergency medications (e.g., for an allergic reaction, overdose, or other urgent situations), the resident or staff must immediately contact emergency services (911) and inform them of the resident's medical needs and medications.
- Emergency Medication Availability: If a resident is prescribed emergency medications (such as an epinephrine injector or naloxone), the resident should inform Legacy House management, and arrangements will be made for secure storage and easy access if needed in an emergency.

## **7. Resident Responsibilities**

- Honesty and Communication: It is the responsibility of each resident to honestly disclose their medication needs and follow all guidelines set forth in this policy.
- Medication Changes: If a resident's medication regimen changes or if there are concerns about the effects of medications on recovery, the resident must immediately notify Legacy House management for review.
- Regular Check-ins: Residents should schedule regular check-ins with house management and their healthcare provider to ensure medications are being managed in a way that supports both their health and sobriety.

**8.**

## **9. House Management Responsibilities**

- Support and Guidance: Legacy House management is responsible for providing support and guidance regarding medication use and for ensuring that residents adhere to this policy. Management will also assist residents in coordinating medical care and any necessary referrals.

- Confidentiality: Legacy House respects the confidentiality of each resident's medical information and will only share relevant details with the necessary healthcare providers or staff to ensure the resident's safety and well-being.

### **Commitment to Recovery**

At Legacy House, we believe in the importance of both physical and emotional health in the recovery process. This Medication Policy is designed to help residents manage their medications in a way that supports their recovery goals, while maintaining the integrity of the sober living environment.

By adhering to this policy, residents contribute to the safety and stability of the community and uphold the values of honesty, accountability, and self-care. Legacy House management is committed to working with residents to ensure they have the support and resources they need to achieve long-term recovery.

# **Infectious Disease Policy**

## **Legacy House Sober Living**

At Legacy House Sober Living, we are committed to providing a safe, healthy, and supportive environment for all residents as they work toward lasting recovery. The wellbeing of our residents is our top priority, and this Infectious Disease Policy is designed to minimize the spread of infections, protect vulnerable individuals, and maintain a healthy living space for everyone.

This policy outlines the guidelines for managing infectious diseases, including procedures for prevention, detection, and response, to help ensure that all residents and staff members are protected from the risks associated with infectious diseases.

### **1. General Infection Prevention Measures**

To reduce the risk of infection, all residents and staff members must adhere to basic hygiene practices:

- **Hand Hygiene:** Residents and staff must wash their hands regularly with soap and water for at least 20 seconds, especially before eating, after using the restroom, or after coughing/sneezing.
- **Use of Hand Sanitizer:** Alcohol-based hand sanitizers (with at least 60% alcohol) are available in common areas for use when soap and water are not readily available.
- **Cough and Sneeze Etiquette:** Cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing. Dispose of tissues immediately and wash hands.
- **Avoid Sharing Personal Items:** Personal items such as towels, toiletries, razors, and eating utensils should not be shared.
- **Disinfection:** Common areas, bathrooms, and shared spaces will be cleaned and disinfected daily, and residents are encouraged to help maintain cleanliness in their personal and shared spaces.

### **2. Illness Reporting and Management**

- **Self-Reporting of Symptoms:** Residents are required to immediately report any symptoms of infectious diseases, including fever, cough, shortness of breath, sore throat, body aches, fatigue, gastrointestinal symptoms, or any other signs of illness.
- **Notification to Management:** If a resident is diagnosed with an infectious disease or is exhibiting symptoms, they must inform Legacy House management immediately. Management will assess the situation and determine whether the resident should stay in the house or seek medical attention.
- **Isolation of Symptomatic Individuals:** If a resident is displaying symptoms of an infectious disease (especially respiratory illnesses like COVID-19, flu, or cold), they will be asked to self-isolate in their room and limit contact with others until they are evaluated by a healthcare professional.

- **Quarantine and Testing:** If necessary, residents who may have been exposed to an infectious disease (e.g., COVID-19, influenza) may be required to quarantine for a set period or get tested to prevent potential outbreaks.

### **3. Specific Protocols for Infectious Diseases**

While the following protocols address common concerns, all infectious diseases are treated seriously, and each situation will be handled on a case-by-case basis, in accordance with local health regulations and guidance from healthcare professionals.

#### **COVID-19 or Similar Respiratory Illnesses**

- **Masks:** Residents exhibiting respiratory symptoms or who have been exposed to a confirmed case of COVID-19 are required to wear a face mask when interacting with others in the house.
- **Social Distancing:** Residents should maintain at least 6 feet of distance from others in common areas, especially if they are feeling unwell or showing symptoms.
- **COVID-19 Testing:** Residents who exhibit COVID-19 symptoms or have had potential exposure to someone with a confirmed case must get tested for COVID-19 as soon as possible. If a resident tests positive, they must remain in isolation until cleared by a healthcare provider or public health authority.
- **Vaccination:** While Legacy House encourages residents to get vaccinated against COVID-19 (and other preventable diseases), vaccination will not be a requirement for residency. However, residents may be required to follow additional precautions or temporarily relocate to another facility if they choose not to vaccinate but are exposed to a contagious illness.

#### **Influenza (Flu)**

- **Flu Symptoms:** Residents displaying symptoms of the flu (fever, cough, body aches, fatigue) must notify Legacy House management and self-isolate in their room. They should consult with a healthcare provider for guidance.
- **Flu Vaccination:** Residents are encouraged to get an annual flu vaccine to reduce the risk of transmission. While it is not required for residency, it is recommended to protect both personal health and the community.

#### **Norovirus and Gastrointestinal Illnesses**

- **Gastrointestinal Symptoms:** If a resident is experiencing symptoms such as vomiting, diarrhea, or stomach cramps, they must report it to management immediately. They will be asked to isolate themselves in their room and practice stringent hygiene measures (e.g., hand washing, sanitizing surfaces).
- **Cleaning and Disinfection:** Areas where a resident with gastrointestinal symptoms has been (such as bathrooms or shared kitchens) will be cleaned and disinfected thoroughly.

#### **4. Medical Care and Treatment**

- **Access to Healthcare:** Residents who are experiencing symptoms of an infectious disease are encouraged to seek medical care immediately. Legacy House can provide assistance with transportation to healthcare providers or hospitals, if needed.
- **Doctor's Note for Return:** Residents who have been ill and are returning to the house after an infectious disease diagnosis (especially respiratory illnesses) may be required to provide a doctor's note stating that they are no longer contagious and are cleared to return to community living.

#### **5. Preventative Health Measures**

- **Vaccinations:** Legacy House encourages residents to stay up to date with recommended vaccinations, including those for influenza, pneumonia, and other preventable diseases. This is especially important for residents with underlying health conditions.
- **Flu Season Preparedness:** During peak flu season, Legacy House may implement additional protocols such as increased cleaning, temperature checks, or temporary isolation measures for residents showing symptoms.
- **Resident Health Education:** Residents will be provided with information on how to prevent the spread of common infectious diseases, such as the importance of hygiene, vaccinations, and managing their health.

#### **6. Confidentiality and Privacy**

Legacy House respects the confidentiality of all residents' medical information, including any details related to infectious diseases. Any health-related information will be handled with strict confidentiality, in compliance with HIPAA (Health Insurance Portability and Accountability Act) and other relevant privacy regulations.

#### **7. Compliance with Local Health Guidelines**

Legacy House will comply with local, state, and federal health guidelines and regulations concerning infectious diseases. These guidelines may evolve based on emerging health threats or changes in public health recommendations. Residents will be informed of any updates or changes to policies as necessary.

## **8. Resident Responsibility**

Residents are expected to take responsibility for their health and follow all guidelines related to infection prevention and control. This includes:

- Reporting any symptoms or illnesses immediately to management.
- Complying with isolation or quarantine requirements if necessary.
- Practicing good hygiene, including frequent hand washing and disinfecting personal spaces.
- Being proactive about getting medical attention when needed and following medical advice for recovery.

## **9. Staff and Management Responsibilities**

- **Health Monitoring:** Staff will monitor residents for any signs of illness and ensure that appropriate measures are taken if infectious diseases are suspected.
- **Educational Support:** Staff will provide ongoing education about infection prevention and the importance of personal responsibility in maintaining a healthy living environment.
- **Crisis Management:** If an outbreak of an infectious disease occurs, staff will coordinate with healthcare professionals and public health authorities to implement appropriate measures to protect the health of all residents and staff.

**Legacy House Sober Living is committed to ensuring the health, safety, and recovery of all residents. By adhering to this Infectious Disease Policy, residents and staff contribute to a safe environment that supports the physical and emotional well-being of the entire community. Residents are encouraged to communicate openly with staff about any health concerns and to take proactive steps in managing their health.**



## **House Manager Duties**

### **Legacy House Sober Living**

**The House Manager at Legacy House Sober Living plays a vital role in ensuring that the environment remains safe, supportive, and conducive to recovery. The House Manager is responsible for overseeing the day-to-day operations of the house, ensuring that residents follow house rules, and providing guidance and support to help residents stay focused on their recovery goals.**

#### **1. Supervision of Residents**

- **Monitoring Resident Behavior:** Ensure that all residents adhere to house rules, policies, and expectations. This includes monitoring sobriety, enforcing curfew times, and ensuring compliance with daily responsibilities and routines.
- **Providing Support and Guidance:** Offer emotional support to residents, providing encouragement and motivation for recovery. Be available to listen to concerns and offer guidance as needed.
- **Conflict Resolution:** Address and mediate conflicts between residents in a constructive and respectful manner, ensuring that any issues are resolved quickly and do not disrupt the overall atmosphere of the house.
- **Maintaining a Positive Environment:** Foster a supportive, sober, and respectful living environment by encouraging positive interactions and group cohesion among residents.

#### **2. Daily Operations and Facility Management**

- **House Inspections and Maintenance:** Ensure the house is kept clean, organized, and well-maintained. Conduct regular inspections of the property, including common areas and resident rooms, and ensure that any maintenance needs are addressed promptly.
- **Inventory Management:** Maintain an inventory of household supplies (e.g., cleaning products, toiletries, paper goods) and ensure that supplies are replenished as necessary. Keep track of household goods to ensure the proper function of the home.
- **Enforcing House Rules:** Enforce all house rules and policies related to curfew, visitation, substance-free living, chores, and overall conduct. Handle rule violations in a consistent and fair manner, ensuring that residents understand the consequences of non-compliance.

#### **3. Resident Accountability**

- **Daily Check-ins:** Conduct regular check-ins with residents to track their progress, address any issues, and discuss their recovery goals. Encourage residents to stay engaged in their recovery plan and be responsible for their own progress.

- **Monitoring Sobriety:** Ensure that residents are adhering to the sober living guidelines. This may include conducting random drug and alcohol screenings or breathalyzers as necessary to maintain a sober environment.
- **Documentation and Reporting:** Keep detailed records of resident behavior, progress, incidents, or any notable events. Provide regular updates to the Program Director or other supervisory staff about any concerns or challenges faced by residents.

#### **4. Administrative Responsibilities**

- **Resident Intake and Orientation:** Oversee the intake process for new residents, ensuring that they are oriented to the house rules, policies, and daily expectations. Help integrate new residents into the community and provide necessary support during their adjustment period.
- **Record Keeping:** Maintain accurate and up-to-date records on residents' personal information, treatment progress, medication lists, and any incidents or disciplinary actions. Ensure all documentation complies with privacy and confidentiality standards.
- **Communication with External Resources:** Liaise with treatment providers, healthcare professionals, family members, and other recovery-related services. Ensure that residents have access to any necessary support services, including mental health or addiction counseling.

#### **5. Group Meetings and Activities**

- **Facilitate House Meetings:** Lead or organize regular house meetings to discuss issues, resolve conflicts, and maintain a sense of community. Ensure that all residents have the opportunity to speak and be heard, fostering open communication.
- **Encourage Participation in Recovery Programs:** Support residents in attending 12-step meetings, therapy, or any other recovery-based programs. Encourage participation in group activities, including recovery-related workshops or community outreach programs.
- **Promote Healthy Living:** Plan and encourage participation in activities that support residents' physical and emotional well-being, such as exercise, nutrition, and mindfulness practices. Lead or coordinate group discussions on recovery topics, personal growth, or wellness.

#### **6. Emergency Response and Crisis Management**

- **Handling Emergencies:** Respond to emergencies promptly, including medical, behavioral, or security crises. Be trained in basic first aid and CPR, and be prepared to handle emergency situations in a calm and efficient manner.
- **Resident Health and Safety:** Monitor residents' health and well-being, and provide guidance on managing mental health or substance-related issues. Ensure that residents receive immediate attention if they experience any medical or emotional crises.

- **Incident Documentation:** Document all incidents, including medical emergencies, rule violations, or significant behavioral issues, and report them to the appropriate supervisory staff.

## **7. Collaboration and Communication with Staff and Supervisors**

- **Reporting to Program Director:** Provide regular updates to the Program Director or other supervisory staff regarding resident progress, incidents, and overall house conditions. Work collaboratively with management to address any issues or implement improvements.
- **Staff Meetings:** Participate in staff meetings and collaborate with other team members (e.g., case managers, counselors) to ensure the needs of residents are being met and that the house operates smoothly.
- **Compliance with Program Policies:** Ensure that all operations are in compliance with Legacy House's policies and procedures, as well as any local, state, or federal regulations that may apply to sober living homes.

## **8. Personal Development and Professionalism**

- **Ongoing Education and Training:** Stay informed about best practices in sober living management, addiction recovery, and mental health care. Attend training and workshops to enhance skills and knowledge.
- **Maintaining Professional Boundaries:** Establish and maintain professional boundaries with residents, ensuring that all relationships remain focused on support and accountability. Avoid any personal involvement or favoritism that could undermine the integrity of the recovery program.
- **Self-Care:** Practice self-care to ensure personal well-being and mental health. The House Manager is expected to model healthy coping strategies and resilience for residents.

# Legacy House Sober Living

## Resident Job Information

Residence name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Address: \_\_\_\_\_ phone no: \_\_\_\_\_

Start date of employment: \_\_\_\_\_ Hourly wage: \_\_\_\_\_

Employment status: Full-time Part-time Temp employment

Workdays: \_\_\_\_\_ work hours: \_\_\_\_\_

Days off: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone no: \_\_\_\_\_

Supervisor's workdays: \_\_\_\_\_ work hours: \_\_\_\_\_ Employment

check stub was verified and copy place on file. Yes No Resident

signature: \_\_\_\_\_ Date: \_\_\_\_\_ Staff

signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Legacy House Sober Living

## Resident School Information

Residence name: \_\_\_\_\_ Phone No: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_ phone no: \_\_\_\_\_

Start date of school: \_\_\_\_\_ school hours: \_\_\_\_\_

Employment status: Full-time Part-time units taking: \_\_\_\_\_

\_\_\_\_\_ School schedule: \_\_\_\_\_ hours: \_\_\_\_\_

\_\_\_\_\_ Days off: \_\_\_\_\_

Resident signature: \_\_\_\_\_ Date: \_\_\_\_\_

Residents' school schedule verified by Staff. Yes No

Staff signature of verification: \_\_\_\_\_ Date: \_\_\_\_\_

# Legacy House Sober Living Basic Information Form

## BASIC INFORMATION

Names: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Marital status:      Married    Divorced    Widowed    Children  
Yes      No              If Yes No# of Children: \_\_\_\_\_

### Employment Status:

Working / Occupation \_              Unemployed Disability

Your residence for the past year choose all that applies:

Parent or relative home	Independent Living	Transitional or Sober Living
Homeless / Shelter	Correctional Facility	Other _____ Medical
		Medical:

Health Issues:      Yes,                              No      If yes please identify issues: L  
Physical      Mental

List of prescribed medication name and dose: \_\_\_\_\_  
\_\_\_\_\_

### Documents needed:

Birth Certificate      SSI Card      California Driver's License / ID Card

### Emergency contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_ Name: \_\_\_\_\_  
\_\_\_\_\_ Phone#: \_\_\_\_\_ Relation: \_\_\_\_\_ Resident

signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_