

MONARCH RECOVERY SERVICES

2022 MEN'S RECOVERY HOME GUIDE

PLEASE READ THE ENTIRE DOCUMENT.

Confidentiality

The importance of confidentiality cannot be stressed enough. To ensure that you and everyone else are not victims of gossip or rumour, we ask that you not violate another individual's right to privacy. You are free to disclose your own information but no one else's. Do not take pictures without permission. During outings with peers (recreation groups, walks, etc.), do not introduce them to family friends or personal friends, as you risk breaching their anonymity.

You can expect that your confidentiality will be maintained by staff/students/volunteers and that information about you will not be released without your consent, except for the following reasons:

- 1) Court subpoena,
- 2) Suspected or reported child abuse,
- 3) Situations where someone's life may be in danger.

FAMILY INVOLVEMENT has been shown to benefit your recovery. However, no information will be shared with them, whether you are at our facility or not, unless there is a written consent.

Please speak to staff regarding this.

Please be aware that staff and students meet often and discuss each resident to ensure that the whole team participates in your recovery.

All services funded by the Ontario Ministry of Health and Long-Term Care, are required to provide information about the number of people being served, their characteristics, and the services they have received. This information helps with planning and showing the importance of what we do. To meet this obligation to our funder, we request some basic information about you.

Groups

1. **GROUP SESSIONS TAKE PLACE IN THE GROUP ROOM LOCATED DOWNSTAIRS, UNLESS OTHERWISE DIRECTED BY STAFF.**
2. All sessions are considered important. **You should be 5 minutes early to all sessions.** If the doors are shut, you are expected to work on recovery related items in the dining room and will be asked to do a worksheet or similar detailing reasons that you were late. A warning may be issued at this point.
3. **PLEASE go to the washroom before the session and come prepared.**
4. At morning reading, sharing should be brief and related to the topic of the reading.

Shift Change

During shift change, the Support Office door is closed. Please do not interrupt during this time, unless there is an urgent matter.

Your Primary Recovery Worker

Following your admission, in the first week, a Primary Recovery Worker will be assigned to you. They are responsible for you in the following ways:

- **Individual Support** – You will be informed of anyone on one or individual sessions. You are responsible to be on time and prepared.
- **Your Needs and Questions** - You will need to see your Primary Recovery Worker for your needs during the week; this includes support letters, house & telephone privileges, questions regarding your assignments, treatment options, etc. However, if your Primary Recovery Worker is absent or on a different shift, please feel free to speak to any member of the Recovery Home Team who will be glad to assist you.

Fire Safety Procedures

- If you notice fire anywhere in the building, alert everyone immediately by pulling the lever on the fire alarm pull station closest to you.
- Leave the building by the nearest exit. Exits are located at the front, side and rear of the building. Meet across from the Resident entrance and wait for staff to take roll call. Do not return into the building until directed by staff or the fire department.

Fire Safety Rules

- ALWAYS SIGN IN AND OUT...NEVER SIGN IN OR OUT FOR ANYONE ELSE. This safety measure will allow the fire department to know whether or not you are on the premises, in the event of a fire.
- Your bedroom door is to be open, unless you are sleeping.
- DO NOT put anything near a heater, do not cover lamps or heaters.

House Status

When you are new to the program you will be mandated to stay in the home for safety reasons, generally the “In House” status is two days. You will then have the status of “buddy system” which is in effect when out of the home, ie. (on walks, attending meetings, going to the clinic, etc.) In the case of an accident or emergency, one buddy is expected to contact or return to the Recovery Home. As a buddy, **you are not responsible** for your peers’ actions. If he engages in unacceptable behavior, consumes substances, meets up with others or goes anywhere other than the approved location, you are to return immediately to the Recovery Home and inform staff.

Body Modifications

For the duration of your residency at Monarch Recovery Services, **new tattoos / body piercings / modifications ARE PROHIBITED.** These procedures create open wounds and risk for the spread of blood borne pathogens. DISCIPLINARY ACTION WILL BE TAKEN FOR NON-COMPLIANCE.

Windows & Thermostats

Only staff may adjust thermostats. Windows are NOT to be opened in the winter, or when the air conditioners are ‘on’ in the summer. Ask staff for any assistance required in these areas.

Food & Drinks

Water is allowed throughout the building at any time. Food and other drinks will only be allowed in the dining area. ONLY WATER is allowed in your bedrooms. **NO OUTSIDE FOOD/BEVERAGES/SNACKS ARE PERMITTED IN THE HOME AT ANY TIME.** It is permitted to have a reusable, transparent water bottle, for WATER only. No other outside cups are permitted.

Mail & Photocopies

ONLY staff is responsible for removing mail from the mailbox. Your mail will be given to your Primary Recovery Worker. You will be asked to open all mail in front of staff. You may purchase envelopes (10¢ each) and photocopies (10¢ per white or 20¢ per coloured photocopy on white paper), a single coloured sheet of paper for 10¢ each

NO ITEMS SHALL BE ORDERED OR DROPPED OFF WITHOUT PRIOR APPROVAL – and all items need to be inspected.

Telephone Calls

- If you have personal business calls you need to make, please see your Primary Recovery Worker.
- Personal phone calls may be made only from the payphone or your personal cell phones during the allotted times
- Residents are **not permitted** computers or laptops in the home. They are however, permitted **one** cell phone or tablet or iPod/MP3, which **MUST** be locked in the frontline office until permitted times. These can be signed out Monday, Wednesday & Friday from 2:30pm – 5pm and on weekends & holidays from 10:30am-10pm. Any of these items will be confiscated, if using outside the allotted times or misusing these items (taking pictures in the home, using during meals or groups, playing music too loud, abusing the wifi, etc.) Upon the 1st late return, you will receive a warning and lose your privilege for the next available date, upon 2nd late return, you will lose it for the next 2 weeks – during that time Staff will meet to discuss if you will be given the chance for a 3rd time or not – this will depend on your actions in the home during that time.

Hygiene & Clothing

- You are expected to brush your teeth, bathe or shower and wear clean clothing daily.
- **No leaving toiletries in the bathroom, including the shower.**
- **Hang your wet towel and facecloth in your room to dry** – do not leave on your bed or chair
- **No scented products of any kind are allowed.**
- No inappropriate clothing (beer advertisements or derogatory slogans) is to be worn at any time. No hats during meal times, “hoods up,” bandannas or sunglasses will be worn inside in the building.
- Due to hygienic reasons, all sores and burns must be kept covered with bandages. These may be found in the Frontline office.
- Shoes or slippers must be worn in the residence **AT ALL TIMES**. Closed toed, solid bottom shoes must be worn in the kitchen!
- It is important that you wear pj's at night (room checks/fire).
- **SHOES WORN OUTSIDE MAY NOT BE WORN INSIDE**. If you do not have an extra pair, please see staff. We may have slippers or extra shoes available.
- If you discharge from the home and do not take your belongings, Staff will pack up and place in shed for 2 weeks, if you do not come to claim your items, they will be placed in our donation area or given to Value Village.

Sleeping

- All residents are to be out of bed by **7:00am** - make their beds and prepare for morning group at **7:30am**.
- No napping during the day, unless it has been approved by staff.

Laundry

- Each resident will be assigned a laundry day and time.
- High Efficiency (HE) laundry soap is required for our laundry machines. There is no cost to use the washer and dryer. Soap can be purchased at the office for \$0.50 each pod, or you can supply your own. No strong scented additives can be added to machines.
- Please ensure that stained or soiled bedding is changed immediately and staff will provide clean replacements. This is an important health precaution.
- If you have questions on how to use the laundry machines, or how to do laundry, please see staff.

Smoking

At Monarch, we acknowledge that smoking is an addiction. We believe that people use smoking to avoid dealing with their feelings; therefore, we do not encourage smoking and we do not allow smoking in the building. You may smoke outside the building in designated smoking area/shelter provided. Please discard butts in the ashtrays provided. **Smoking cessation assistance is available.**

- **Smoking in the building is cause for automatic discharge.**
- Smoking is not allowed between 10:30 p.m. (Sunday to Thursday) 11:00 p.m. (Friday & Saturday) and 6:00 a.m. everyday.

Sick Time

While there is an expectation that you will be well enough to attend all sessions, if you are sick you **MUST SEE A STAFF MEMBER**. You may not ask someone to relay a message to staff on your behalf. Should you require a sick day, it will be for the entire day and evening, therefore no visitors or outings of any kind that day.

Should you need to attend a clinic, it is expected that you would go during your free time. You may be assigned a buddy to accompany you; this person will be chosen by the staff.

In the case of an emergency, you will be sent to the Emergency Department of Health Sciences North. Should you need to attend a clinic or the hospital, you will be given a release of information form that will allow Monarch to talk with the attending physician. Prescriptions require approval from staff. Prescriptions cannot be picked up by you, they need to be delivered to the home.

Medication

You are only allowed to take medication prescribed by a doctor and approved by staff. No other medication is allowed. No vitamins or over-the-counter medicine such as Tylenol, Aspirin, Visine, nasal sprays, Midol, laxatives, cough syrup or antacids will be allowed without staff approval. Residents are **not permitted** protein powders, energy drinks or supplements. Those requesting medication will be encouraged to try alternative measures to alleviate pain first. Failure to follow this policy may result in your discharge.

- Herbal remedies and vitamins may not be taken without prior staff approval.
- You must take medication as prescribed, unless otherwise authorized by a physician.
- Should you require a prescription while at the Recovery Home, you will be responsible for the cost.
- All medication will be locked up in the Frontline Office and supervised by staff. It is your responsibility to ask for your medication.
- Only one person will be allowed in the office at any given time for medication support.
- Medication that has not been approved, will be disposed of. Please remember to take all your medications with you upon discharge.
- Any medication left behind will be disposed of immediately.
- If you purchase any medication and/or vitamins during outings, they must be sealed when brought into the Recovery Home.

Methadone & Suboxone

Residents on Methadone or Suboxone will need to walk or find their way in the morning for their prescribed dose, this shall not impede with programming.

Visitors & Passes

- All outings must be pre-approved by staff. You cannot leave the building without informing staff and when you return you are to check in immediately. **BEFORE** you leave on an outing, make sure that you have a Monarch Business Card with you in case you need to contact the office.

- VISITORS are welcome to visit in public areas only (dining, pool and group room) between 2pm-4:30pm and 7pm-9pm each day. Visits should last no more than 2 hours. Under **NO** circumstances should there be visitors in the home outside of these allotted times. Visitors are expected to abide by the rules of the home and are the resident's responsibility to ensure the behavior of their visitors. Visitors need to sign in and out, and come in and leave through the front door. Please introduce the visitor to Staff, if Staff feels that the Visitor is not sober or is a safety risk to the home, they can ask them to leave. In respect for yourself and all others, there is to be NO sexual relations with anyone in the home. Visitations are permitted in the living room, rec. room, or the dining room.
- **PLEASE ADVISE ANYONE WHO IS COMING TO MONARCH, THAT PERFUME AND SCENTED PRODUCTS ARE NOT PERMITTED, AS THEY MAY CAUSE RESIDENTS AND STAFF TO BECOME ILL.**
- Please remember that respect of the home and other residents is most important; there is to be NO public displays of affection.

**ALL MEN MUST RETURN ON TIME FROM THEIR FREE TIME.
NO EXCEPTIONS WILL BE MADE.**

FOLLOWING YOUR RETURN FROM FREE TIME—All bags will be checked. The Staff must have visible contact with you immediately upon arrival.

A.A., N.A.

Meetings are an essential part of your recovery. You are expected to attend the **entire** meeting. Failure to do so may result in your discharge. A minimum of four (4) self-help meetings need to be attended each week.

Theft

Should you notice that something is missing, instead of discussing this with another resident, please let the staff know immediately so that a search can take place. **Theft and shoplifting are considered extremely serious, and disciplinary action will be taken.**

Bedrooms

Never go into another person's bedroom. No visitors are allowed in the sleeping quarters. A cork board is provided in your bedroom should you wish to post your family photos. You may not decorate your bedroom walls or ceilings. Your bed needs to be made every morning and your room kept clean at all times.

Group Room

- Televisions are off from **8am to 12pm** during weekdays because this is chore and group preparation time.
- This room must always be cleaned after use – please be respectful of all peers.
- DO NOT put feet on furniture.

Meals

You must be present and sitting at the table for all meals; 20 minutes for lunch and dinner.

Special diet foods will only be provided for those with medical conditions and must be approved before admission. **ALL ALLERGIES MUST HAVE BEEN REPORTED BEFORE**

ADMISSION – IF NOT, REPORT THEM IMMEDIATELY UPON YOUR ADMISSION. If you have any health concerns such as diabetes, high cholesterol or hypertension, please see your Recovery Worker. The menu is designed to reflect the Canada Food Guide. The cook does not provide substitutions for personal food preferences; however, you may eat leftovers.

Valuables

We suggest that you DO NOT bring a large amount of money or valuables to the Recovery Home, as we are not responsible if they are lost or stolen. You are responsible for all money and valuables. It is not advisable to lend money, clothes or cigarettes to other participants. Should you choose to do so, you will assume FULL responsibility for any losses.

Chores

Chores will be assigned on Monday during the House Meeting. It is your responsibility to understand what your chore is and to complete the chore, daily, in a timely manner, meaning, do a good job and do not rush – the hour in the morning is meant for chores. If you are having a problem with your chore, please see staff immediately. There will be no swapping or assuming other people's responsibilities without staff approval. If there is a concern with participants not completing tasks, please speak to each other in a respectful manner. If the issue continues, bring this issue to staff's attention.

Clothing from the Community

- Donations of clothing from the community will be washed and dried prior to being placed in the Serenity Room.
- If you are bringing clothes in from the community, even from your home, they need to be put through the dryer on hot for 20 minutes.

Curfew

Residents are to be in the home by **10:00pm** from Sunday to Thursday night inclusively. On Friday & Saturday by 11:00pm. **UNDER NO CIRCUMSTANCES ARE RESIDENTS TO LEAVE THE BUILDING AFTER CURFEW.** (last smoke Sunday-Thursday 10:30pm & Friday-Saturday 11:00pm)

Please sign and send back page 7 ONLY to Joe in Intake by fax or email:
705-671-8069 | info.men@srmonarchrs.ca

Drug and Alcohol Use

If you suspect or know about any use, you are expected to inform staff. Often residents feel that to share concerns is “ratting” or “tattling”. This is not conducive to your honest recovery behaviour. Keeping secrets may lead to your relapse. It is important that Monarch remain a safe place for our men and that we all practice healthy recovery behaviour.

All rooms are searched and cleaned prior to your admission. All bedrooms and personal belongings may be searched without notice, if there is concern that there may be drugs on the premises. Random drug testing will be carried out from time to time **without prior notice**.

RANDOM SEARCHES AND DRUG TESTING

PLEASE BE ADVISED THAT WE WILL PERFORM RANDOM SEARCHES AND DRUG TESTING WHILE YOU ARE A RESIDENT OF THE RECOVERY HOME.

All rules are important and it is imperative that you follow them. Failure to do so will result in a verbal or a written warning, depending on the severity of the infraction. In some cases, you may be asked to leave immediately.

Immediate discharge will result due to:

- Use or possession of a mood altering chemical other than an approved prescription.
- Misuse of prescribed medication, or refusal to take a prescribed, approved medication.
- Smoking anywhere in the building or on property except allowed areas.
- Willful damage to Monarch property.
- Sexual relations with **anyone** in the home.
- Any violent behavior, verbal abuse or threats of violence.
- Drug dealing (police will be notified).
- Use or possession of drug paraphernalia after admission.
- Evidence of irresponsibility or repeated disregard of the rules of conduct.
- Willfully disregarding this document or any other document regarding rules, regulations and code of conduct.

By signing below, I agree to follow the Code of Conduct for my whole stay in the program.

Participant Name

Participant Signature

Date