



SHELTER CODE OF CONDUCT

Open Door HousingWorks strives to provide a safe, comfortable, and clean place for anyone in need. The Shelter Code of Conduct exists to provide specific expectations for residents, staff, and volunteers to follow as their part in providing that positive space. Adhering to this Shelter Code of Conduct is expected. Any individual found violating the Shelter Code of Conduct may be asked to leave and/or suspended from services provided by Open Door.

GENERAL

1. Shelter curfew is 10:00PM. Residents who arrive after curfew must check in with staff.
2. All participants must follow all shelter, City, and State regulations and policies which include but are not limited to the Pet Policy, Parking Policy, Public Health Codes, Fire Codes, and other rules and regulations posted in the facility.
3. Open Door is part of a community. Everyone is expected to act respectfully and be a Good Neighbor in the surrounding community. For example, do not trespass on private property and behave as expected at Open Door.
4. Everyone must wear full clothing inside shelter. Suggestive clothing, or any clothing displaying themes of drugs, alcohol, prejudicial slogans or sexual innuendos are not to be worn inside shelter.
5. Participants are limited to a six-month stay, with an option of extension up to one year if further housing barriers exist and there is a continued commitment to engagement with case management.
6. You must respect the peace, comfort, and enjoyment of other program participants. Loud voices, music, musical instruments, radios, players, etc. shall be played only during reasonable hours between 8:00 am and 10:00 pm. If staff and/or other participants are disturbed by the volume, it is too loud.
7. Unit inspections will occur at least 2 times per week to ensure that everything is in working order and that the unit always kept clean and sanitary.
8. Your unit at the shelter must be your primary place to stay while enrolled in shelter. Using your unit for storage while staying elsewhere will result in a permanent exit.
9. You must check in with shelter staff daily. Three days without signing in will result in your receipt of an Abandonment Notice and an exit from your assigned unit.

VIOLENCE/THREATENING BEHAVIORS

1. Violence and nuisance that offend decency or annoy, injure, or endanger the safety, health, comfort, or repose of the community will not be tolerated. Please attempt to resolve any conflict in a peaceful manner. For resolution or if further assistance is needed, please see Site staff.
2. The use of profane, racist, or sexist language will not be tolerated.
3. Assault, verbal abuse, retaliation, intimidation, or threatening behavior will not be tolerated.
4. Weapons are not allowed on site.

DRUGS AND ALCOHOL

1. No alcohol, drugs are allowed in any public spaces within the facility or the surrounding area.
2. All medication (prescription and over-the-counter), cannabis products, safety kits, and pocket knives must be given to staff and locked in the medication cabinet upon arrival. Medication must be taken as prescribed and be in its original dispensing container.
3. No open containers of alcohol are allowed in any public spaces within the facility. Possession of an open container of alcohol will be sufficient proof of public drinking.

SAFETY

1. Smoke alarms and carbon monoxide alarms have been installed in each unit. Do not tamper with nor disable.
2. No open flames are permitted in the units including the bathrooms and/or in any public spaces within the facility, or 25 feet away from the building entrance.
3. Smoking must be done in designated smoking areas. No smoking inside the units including the bathrooms and/or in any public spaces within the facility, or 25 feet away from the building entrance.
4. No propane tanks, unauthorized heaters, or big appliances are allowed in any unit.
5. If staff believes a potential safety and health risk exists, Open Door reserves the right to enter your unit to assist. An immediate inspection may also be required if a maintenance or safety risk has been identified.
6. You cannot make any changes to any fixture, wiring, locks, or any part of the unit and/or any common area spaces.

CLEANLINESS

1. It is everyone's responsibility to help in maintaining the safety and cleanliness of the shelter. Everyone must clean up after themselves in common areas, bathrooms, and outside of the building.
2. Do not leave personal belongings or furnishings in any common spaces. All personal belongings must be stored inside your designated unit. Open Door is not responsible for any lost or stolen property.
3. Keep your unit clean at all times.
4. It is your responsibility to clean your unit at least once a week.
5. It is your responsibility to gather all bed linen, towels, and pillowcases and wash them with the laundry service at least every 2 weeks.
6. Due to the communal environment of shelter, residents must be mindful of personal hygiene by taking showers regularly and completing laundry.
7. Do not place anything behind your front door which will prevent it from opening fully.
8. Keep your food stored properly and in compliance with Public Health standards.
9. One bicycle per person and it must be stored in a designated bike area.
10. All recycling, trash, and compostable/food must be separated and properly disposed of.
11. The units must be maintained in good order, and any repair problems should be reported within 24 hours. Pest and bed bug infestation must be reported immediately.

CASE MANAGEMENT

1. Case management participation is required. Please be sure to meet with your case manager at least two times per week at a minimum.
2. Turning down a viable housing opportunity is a violation of the service agreement unless it is determined that the housing opportunity could pose a health, safety or traumatic occurrence to your household.

OTHER

1. All animals must be on a leash when being walked and owners must pick up their animal's waste. Participants must show proof of up-to-date vaccinations, spay/neutering documentation within 30 days of intake/move-in date. Please refer to the Pet Policy for more information.
2. Participants must use the main entrance for entry and exit.
3. Only staff and registered volunteers are permitted in staff offices and kitchen areas, if applicable.

IF THESE RULES ARE NOT RESPECTED AND ENFORCED, DISCIPLINARY ACTION WILL BE TAKEN AND MAY LEAD TO BEING EXITED FROM THE SHELTER.

Please indicate whether: Resident ____ Staff ____ Volunteer ____

I understand the Shelter Code of Conduct and I will abide by it during my time here.

Resident Name

Date

Resident Signature

Staff Signature