

COHOMES QUICK REFERENCE HOUSE GUIDELINES

- **If you have a personal care issue or resident emergency, follow your company's protocol. When in doubt about anything concerning a resident or the house, call or text Charlotte.** If it's an emergency use the house phone to call her because her mobile phone is set to receive calls from the house 24/7. Otherwise, use any phone to call or text her between 9am and 9pm.
- **When you hear a door chime noise take a headcount of all residents and/or check all exit doors.** There are four different sounding alert chimes in the house (doorbell, white and blue call pendant, loud sounding chime when someone is near an exit door, and a softer ADT chime when an exit door is open). **Our residents are not allowed to leave the house without an escort,** as agreed/approved by the resident's guardian or POA. Do not allow a resident to leave without an escort for any reason. If the resident refuses to come inside or leaves without an escort, follow your agency's guidelines, immediately call or text Charlotte, and keep them in your eyesight.
- **Everyone (except Residents) must wear a properly fitted face mask covering their nose and mouth at all times.** This includes all staff, caregivers, OT/PT, visitors, guests, etc. Caring At Heart provides masks for their caregivers and they are likely kept in the caregiver's closet. CoHomes provides masks for everyone else and they are kept in the top drawer of the cabinet by the front door. If COVID numbers at above a moderate level, KN95 or N95 must be worn.

The only face masks free zone is in the dining room, and only when alone. If you remove your mask, please spray the room with Lysol or a disinfectant spray immediately after putting your mask back on and before leaving the dining room.

Let's face it, it's controversial either way (to wear a mask or not). However, this is our policy. Furthermore, CoHomes has not had a single COVID-19 case and errors on the side of keeping the residents safe. **Charlotte is very flexible with most things and situations, EXCEPT DISRESPECTING A RESIDENT AND NOT WEARING A PROPERLY FITTED FACE MASK.** So, please, please, please remember to mask-up as stated above.

- **Visitors are not allowed to enter into the side door by the laundry room. Visitors must enter at the front door or the Sunroom** and must have their temperature taken and complete the COVID-19 sign-in sheet near those entry points (the sign-in sheet in the kitchen is for staff and caregivers only). Plus, there is a Resident Sign-In/Sign-Out sheet in the top drawer of the cabinet by the front door, which must be completed when a resident is leaving and returning to CoHomes. This is how CoHomes documents who's taking and returning a resident.
- **The gray gate between the kitchen and laundry must be closed at all times.** This may prevent a resident from possibly setting off the ADT alarm system and getting into other items in the laundry room. If the ADT alarm is set off in error, the police, EMT, and/or fire department will immediately arrive at house in pursuit of the given emergency issue. Don't let this happen.

(OVER)

- **Double check/read the menu 30 minutes before preparing each meal. ONLY SERVE ITEMS THAT ARE ON THE MENU** and serve the items at the appropriate meal times, unless you get advanced permission from Charlotte. Some residents have special diets and allergies. When an item is randomly prepared it may be harmful or cause an issue with the resident's dietary intake.

Every item in the kitchen (refrigerator and cabinets) is accounted for. **Please read the menu** to avoid serving the wrong food items. It's time-consuming and often frustrating to change the current menu and next week's unposted menu simply because the wrong item was served. If the wrong item is served intentionally for various reasons or by mistake, notify Charlotte immediately by phone or text so she can make the proper corrections and/or adjustments.

- **It is a safety hazard for the residents to be in the kitchen while food is being cooked.** Before cooking remove all residents from the kitchen and block it off by closing the gray gates. The residents are at risk of startling the cook, being in the way, or being left alone to roam the kitchen unsupervised (with raw meat/food, contaminated/unclean counter tops, boiling liquids, hot grease, etc.) if the caregiver must quickly attend to someone or something in another room.
- **Late night snacks are not allowed, unless for medical purposes.** Keep in mind that dessert is served immediately following dinner (which may max-out the daily recommended sugar/carbs intake for the day). Therefore, sugary drinks, snacks, or food items should not be served between 6:30 pm and 6:30 am, unless required for a medical purpose (like taking medication, etc.).
- **Do not allow residents to wash, dry, or put away dishware, or sweep and mop the kitchen floor. It is not sanitary or safe.** They may forget to wash their hands, have unsteady hands or feet, roughly handle glassware or sharp/pointed items, wipe the stove while it is still hot, walk in an area that may have water droplets on the floor, etc.
- **Do not allow residents to vacuum.** They may run over the cord and damage the vacuum.
- **Place an old tablecloth on the table before allowing the residents to do art projects, nail polishing, etc. on the kitchen table.** Use an old tablecloth (it is stored on the bookshelf) to cover the current kitchen tablecloth. Art, nail polishing, etc. is NOT allowed in the dining room.
- **After a resident uses the bathroom, check behind them** to make sure that the water is turned off, the toilet is flushed, and the toilet seat is cleaned (a wet wipe can be used to clean the toilet seat). Do not flush wet wipes in the toilet because it will clog the drainpipe.

Also, we have one resident that often tries to handwash her under garments in the bathroom. If you hear water running for longer than 3 minutes, please check on her and redirect her if needed.

In addition, all soiled depends/diapers must be put in a small plastic bag, tie the bag in a knot, and placed it in the trash can outside as soon as possible. It is not acceptable to place soiled depends in any trash can inside of the house, or placed in a bag on the ground outside the door.

- **If you smell a foul odor in a bedroom** look for a soiled depend/diaper in the closet, under the bed, inside the dresser drawers, etc. (We have a resident that hides hers.) Once it is found, put it into a small plastic bag, tied in a knot, immediately placed in the trash can outside, and clean the area as needed. If you smell an odor and cannot locate the source, call or text Charlotte.
- **The residents are allowed to water the plants (as an activity) in the Sunroom but must be supervised.** The plants may be watered as follows preferably by 1st shift only (for consistency): Orchids/plants in ceramic pots on the tables/every Wednesday using very little water, about 2 tablespoons, because too much water will kill the plants; Flowers in tan colored floor standing pots/every Mon-Wed-Sat using a moderate amount of water, about 2 cups each; Tomatoes and Strawberries in large raised garden beds/every Mon-Wed-Sat using a heavy amount of water, about 6 cups each, but do not pour water in the corners because there are holes inside and it will leak onto the floor. Do not allow them to put potted plants inside of the raised garden beds.
- **Every morning,** open the blinds but not the curtains on each window when the sun rises. Turn on lights in the family room, hallway, and front bathroom. On cloudy, rainy, dim or dark days, turn on the entry way/front door area lights, and/or other lights in frequently used rooms. Plus, follow the Activity Options Sheet for morning exercises, activities, and things to do.
- **During the day,** to conserve energy, turn off bedroom lights and any TV that is not being used. Keep common areas nice and bright during the day, and (weather permitting) take the residents into the sunroom to get additional natural light. If the house is dim during the day, the residents may become agitated or get moody.
- **Every evening,** close all blinds on each window when the sun goes down. Check the sunroom: lock screen door, turn off ceiling fan and floor fan/heater, and sunroom lights. Turn off all lights in the common areas, except the front bathroom (but pull door halfway closed). The hallway sensor light is plugged-in and will illuminate the hallway when someone is nearby.

Again, please be mindful of these things and share all issues and suggestions regarding the house with Charlotte in person or by phone or text. **CoHomes main concerns are making sure the residents are well taken care of and the caregivers and guest enjoy being at CoHomes.** We are all a work in progress, and we all make mistakes. Let's continue to work together to make CoHomes and great place to live, work, and visit.

LAUNDRY DAYS

CoHomes has a written agreement with the resident's guardian/POA to **wash their clothing once a week and separate from the other residents**. If a resident has an issue which requires additional washing of their clothing or bedding, during the week, please text Charlotte with their name and reason. Charlotte wants to track this for supply usage and cost purposes. Thanks!

Common household items (bath towels, wash cloths, bedding, kitchen towels, dish cloths, cooking mitts, and shower mats) are the property of CoHomes and should be washed weekly as listed below and separate from the resident's laundry. After drying and folding, put all bath towels, wash cloths, and bedding in the linen closet, not in the resident's closet (unless the item is tagged with their name on it).

Before washing: Try to only wash full loads (unless items are smelly or wet); do not over pour or add extra laundry detergent; add a little ammonia to every load; and set the water to cold or warm, and set the rinse cycle to rinse 3 times. This helps to sanitize and get rid of most odors.

After washing: Leave the washer door and detergent tray open to prevent mold and mildew.

Before drying: Check the lint filter in the dryer and remove the lint. Lint build-up is a fire hazard.

After drying: Either fold and put items away or allow residents to help, if supervised with clean hands.

SUNDAY _____

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY _____

FRIDAY _____

SATURDAY _____

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- Orchids/plants in ceramic pots on the tables/every Wednesday using very little water, about 2 tablespoons, because too much water will kill the plants.
- Flowers in tan colored floor standing pots/every Mon-Wed-Sat using a moderate amount of water, about 2 cups each.
- Tomatoes and Strawberries in large raised garden beds/every Mon-Wed-Sat using a heavy amount of water, about 6 cups each, but do not pour water in the corners because there are holes inside and it will leak onto the floor.

NOTE: Please do not allow the residents to place potted plants inside of the raised garden beds. Also, we have a resident that likes to rearrange the leaves in the raised garden bed which is damaging the tomatoes and strawberries. Please redirect her when this happens.