

PRODUCTIVE LIVING SYSTEMS, INC.

General Guidelines For Congregate Living

1. In the event of a fire or other emergency you are to report the emergency to staff. You should always follow the evacuation plan which was described to you and posted in the program. Regularly scheduled fire drills will help you to be safe in the event of a fire or disaster.
2. Always treat yourself and others with dignity and respect.
3. Treat others' property and PLS' property as you would your own.
4. Possessing/using items considered contraband (see contraband policy) may put your placement at risk.
5. The Federal Clean Indoor Act prohibits the smoking of nicotine products (including vaping products), except in designated areas of homes such as ours. This applies to PLS vehicles as well. Remember to dispose of pipe tobacco, cigar, and cigarette butts in designated receptacles.
6. If you have a job or program to attend, or if you have medications prescribed for 8 am, please set your alarm and be up and ready for the medication and/or transportation.
7. When not dressed in street clothes, please remember to wear a robe and slippers when leaving your room. This is part of respecting others as well as yourself, and is also a health and safety concern.
8. Most visiting can be accommodated in the common areas of the home. If a private area is necessary, please make arrangements with a PLS Program Manager or Assistant Program Manager prior to the visit, if possible.
9. Remember to keep your valuables locked in your room or in a secured storage space in the house.
10. Borrowing or lending money and cigarettes can lead to serious problems when people forget who owes whom, what, and how much. Please do not loan or trade any personal items to others.
11. Keep the door to your room closed in case others are tempted to invade your personal space. If your personal items are damaged or taken by others, PLS has a responsibility to investigate and remedy the situation whenever possible.
12. Bedrooms shall be kept clean.
13. State law requires us to buckle up when riding in any PLS vehicle.
14. As a consumer in a PLS program, we encourage your participation in meal planning and preparation.
15. Please consider participating in house meetings when other guidelines for your home are discussed.

Client Signature/Date

Guardian Signature/Date

PLS Staff Signature/Date