



**Amethyst  
House**

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## Guidelines

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### **Retreat**

Every resident at Amethyst House will be on RETREAT for the first 7 days. While on RETREAT there will be no telephone or computer privileges, no visitors and no outings.

Following RETREAT access to telephone and computer, visitors and outings will be discussed weekly and an individual plan will be developed with the Recovery Support Worker for each resident based on the stage of your recovery and your goals.

### **Chores**

Doing chores are part of developing routine, responsibility and skills. All residents will be responsible for maintaining Amethyst House by doing chores. Chores include but not limited to: preparing meals and nutrition breaks; cleaning up after meals and nutrition breaks, cleaning the Shower/Bath Room and shared bathrooms; tidying, vacuuming, mopping and dusting common rooms and hallways such as the Residence Lounge and Library, Group Room and Healing Room; maintaining the gardens; taking care of recycling and garbage; kitchen and other laundry. Time is allotted between 4 and 7pm to accommodate most chores. All chores will be completed by 9:30pm.

Chore assignment will be on a rotational basis.

### **Confidentiality**

Confidentiality and the security of personal information is taken very seriously at Amethyst House. You will be fully oriented to the confidentiality policy at intake. All residents are to respect the confidentiality and personal information of other residents, staff, volunteer, visitors and neighbours. Respect means keeping information that you come to know about another person to yourself.



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### Computer Use

A computer is available for clients who have completed RETREAT. The computer is in the HUB for use at specified times. The computer can only be used for 30 mins a day per client. Clients must sign up in the Hub to use the computer during the specified times. Computer Use Guidelines are posted in the HUB.

#### Computer Use Hours

Monday to Friday	7:30 – 8:50am 11:30am – 12:50pm 7:30 – 11:00pm	Sat & Sun 7:30am-11:00pm
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### Community Recovery Meetings

Following RETREAT Amethyst House residents in the Supportive Recovery phase of their program are expected to attend a minimum 3 community recovery meetings per week. These include 12 Step, Smart Recovery and other local recovery- focused self-help groups. A list of available meetings will be provided. Residents will attend meetings in a group or be accompanied by an approved safe friend. All residents will attend In-House Recovery Meetings.

### Curfew

Residents who are on out at Community Recovery meetings in the evenings are required back at Amethyst House by 9:30pm.

Bedtime is 11:00pm Sunday to Thursday and 11:30pm on Friday and Saturdays. Bedtime means: television off, kitchen closed, telephone and computer usage complete. Residents are in rooms, quiet and lights out one half hour after bedtime: 11pm Sunday to Thursday, 12 midnight Friday and Saturday.



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### **Electronics**

All electronics including but not limited to: laptops, tablets, cell phones, mp3 players, Ipods and cameras will be turned in to staff upon arrival and securely stored.

### **House Meetings**

On Wednesdays between 3:30 and 4:00pm there is a House Meeting which everyone must attend. At these meetings we will discuss issues related to communal living.

### **Group Sessions**

Group sessions are one hour long with long breaks in between groups. There is no food or drink allowed during the group sessions. All residents in Stabilization and Supportive Recovery are expected to attend all group sessions.

### **Laundry**

All residents are expected to do their own laundry using the facilities provided. Residents' laundry will be done Monday to Saturday. Sunday is reserved for general Amethyst House laundry. You will be assigned a day to do your laundry. Your laundry must be completed on your assigned day. Laundry soap will be provided.

### **Meal Times**

Meals are served at the specified and posted times. Everyone will eat their meals together in the dining room. Meals will not be available at other times. The only exception is if you will be away at an approved appointment. Everyone is expected to bring in their dishes into the kitchen after meals and snacks.

Breakfast Dishes and Clean – up by 9:30am

Lunch Dishes and Clean – up by 1:30pm

Dinner Dishes and Clean up by 7:00pm

Tea Room Dishes and Clean up by 11:00am/3:00pm



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Residents taking prescribed medications including psychotropic drugs and Methadose must be stabilized on the medication.

Residents are responsible for the cost of any and all medications and supplements.

All medication including vitamins and supplements must be blister packed by the pharmacist prior to arrival at Amethyst House.

All medications (prescribed or OTC), vitamins and supplements must be given to staff immediately upon arrival.

Medications will be securely stored and available to residents four times per day. See daily schedule for specific times. Staff will observe and record.

There will be no PRN medication available.

If and when adjustments need to be made to medications, or renewals are required, residents will see their own family physician if they have one or be taken to a walk-in clinic. We recommend that all new or refill prescription medication be filled at Rexall Drug store in Courtenay.

### **Movie Night**

Every Saturday night is movie night from 7-9pm in the Residence Lounge. The group will select the Movie. Movies that depict extreme violence, violence against women, graphic drug use, discrimination or sexist attitudes, pornographic or extreme sexual content are prohibited.

### **Neighbours**

Amethyst House is located in the quiet Old Orchard neighbourhood. We are surrounded by single family dwellings and we will be respectful of our neighbours. We will show respect by



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refraining from: smoking except in the designated area, not yelling or using foul language; not playing loud music; maintaining the yard and garden.

### **Outings/Passes – Leaving Amethyst House**

To assist in developing skills and habits to maintain your recovery, staff will assist you with planning for going out.

Outings/Passes are not a Right, they are a Privilege. Outings and Passes will be approved based on your recovery path and progress. Planning outings and passes is part of maintaining recovery. Unscheduled and impulsive requests for outings or passes will not be approved. Staff have the authority to take away privileges if a residents is not following Residence Guidelines or is putting themselves and others at risk.

#### Outings

Residents will be accompanied on all outings by a BUDDY(IES). The BUDDY or BUDDIES will be either staff, appropriate resident, volunteer or safe and supportive person. A safe and supportive person is someone who is trustworthy and will assist you on your path to recovery.

Residents must be within ear and eye shot of their BUDDY(IES) at all time. This is for everyone's safety. If you become separated or you feel that your BUDDY's actions put you at risk please return directly to Amethyst House. In an unsafe situation or emergency call the police or seek assistance from a bystander.

#### Passes

Residents may be granted a Pass which allows that person to go out unaccompanied. Passes will be granted with an approved plan for personal safety and wellbeing.

Week 1 – **All residents** are on RETREAT. No outings or passes other than with staff.

Week 2 – **Stabilization** – RETREAT continues. No outings or passes other than with staff.  
- **Supportive Recovery** - Outings with an approved BUDDY may be granted.





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Week 3 – **All residents** - Outings with an approved BUDDY may be granted

Week 4 - **Stabilization** – Outings with an approved BUDDY may be granted.  
- **Supportive Recovery** – Evening Passes and Weekend Day and Weekend Overnight passes may be approved.

Week 5 - **Supportive Recovery** - Evening Passes and Weekend Day passes may be approved.

Week 6 – **Supportive Recovery** – Evening Passes and Weekend Day and Weekend Overnight passes may be approved.

### Weekdays

No outings until after 4pm unless for medical appointments except for staff facilitated walks during wellness breaks.

Supportive Recovery residents may have outings that support their recovery and transition back to the community during the day in week 5 and 6

All residents will be present for all meals.

Outings to Community Recovery meetings between 7:45 and 9:30pm

All residents are expected to attend in-house AA meeting, Mondays at 7pm

### Weekends

Recovery Support Workers will work with each resident to develop a weekend plan using the guidelines above.





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### **Personal Space and Belongings**

You are responsible for your room. You will be given a key to your room so that you can lock it when you are not in your room. While you are in your room please leave the door unlocked. Staff have a key to your room.

We recommend that you have staff secure all personal belongings that are valuable including, cigarettes and money, in your individual locker in the HUB. We encourage you to practice good personal boundaries and not to loan or share your personal belongings. Amethyst House is not responsible for any lost or stolen items or personal effects.

Do not invite other residents into your room. Your room is for your personal use only.

To keep Amethyst House free from pests and rodents no food or drink is permitted in your room.

Your room will be outfitted with a bulletin board on which you are encouraged to post pictures etc. If you would like to post other than on the bulletin board you will be provided sticky tack. Tape and tacks are not permitted.

Your room will be furnished with a bed and night stand, a desk and chair, cubbies with baskets for storage and a place to hang clothes. You will be provided with bedding and towels for your stay.

Residents are responsible for keeping their own room tidy and clean. Beds are to be made in the morning.

You will be responsible for laundering your own linens and clothing while you are at Amethyst House.



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### **Safety**

Feeling safe is an important part of recovery.

Upon your arrival staff will examine your personal effects. Any unauthorized items will be confiscated or stored safely for you while you are residing at Amethyst House.

Behaviors that make people feel unsafe will not be tolerated. Those who behave in physically or verbally threatening way or take physically, emotionally, sexually or financially harmful actions toward other residents, staff, volunteer, visitors or neighbours may be asked to leave.

### **Scents**

Amethyst House is a scent free facility. Clients, staff, volunteers and visitors are asked to be mindful that there are people who have a negative reaction to scents and not to wear or use scents. This includes but not limited to nail polish remover, hairspray and fragrances.

### **Security**

Amethyst House is equipped with a fully operational fire suppression system and emergency and disaster plan. You will be oriented to it upon arrival.

Windows and doors will be alarmed at 11:15pm every night and unarmed at 6:30am each morning. The alarm system is monitored through the night. During the day staff have access to a panic button in the event of a serious emergency.

In the event of any threat to personal safety or property damage emergency services will be called.

### **Smoking**

Amethyst House is a non – smoking residence. Smoking is allowed in one designated area and for specified hours only. The designated area for smoking is in the back yard, away from



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windows and doors. A shelter with seating is provided. Please use ashtrays and keep area tidy. Designated smoking area hours are 6:30am to 11:00pm.

Amethyst House does not supply tobacco products. We recommend that you keep your tobacco secure in your locker in the HUB for safe keeping. You can access your tobacco during medication times. We recommend you take what you need for the day or until the next medication time.

### **Telephone Calls**

Once a resident has completed RETREAT residents may use the house phone located in the HUB to make 5 minute business calls related to their recovery plan during times they have no other scheduled activities.

Residents are permitted to make one 10 minute personal call to appropriate supportive people and family.

Phone use is on a first come first serve basis. If you have arranged a specific time to make a call please indicate the time of your call on the Telephone Use white board located in the HUB in advance. If you are making a call please review the telephone whiteboard to ensure your call is complete before any upcoming planned calls.

Please use be courteous and respectful during your conversations, others may over hear you.

### **Television**

Televisions are available in the Residence Lounge and the Group Room. Television viewing hours are as follows;

Monday to Friday     7:30 – 11:00pm

Saturday & Sunday    11am – 5:30pm  
                                     7:30 - 11:00pm



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There will be no television viewing available in the Small Group Room during weekend visiting hours or during Saturday night movies (7-9pm) or if there is another meeting or group using the room.

The televisions are shared and all residents need to participate respectfully in the decision about what to watch. If you join the viewing part way through a program, the program concludes before a change in program viewing is made.

Television programs that depict extreme violence, violence against women, graphic drug use, discrimination or sexist attitudes, pornographic or extreme sexual content are prohibited.

Beverages are permitted in the Resident Lounge and Small Group Room.

### **Testing for Substances**

Urine tests will be required upon staff request.

### **Visitors**

Following RETREAT clients may arrange for, as part of their individual recovery plan, visits with appropriate family and friends. Visitors who have been approved as part of your recovery plan are welcome at Amethyst House between 1 and 4pm on Saturdays and Sundays. Visitors may visit in the dining room, library, children's playroom and small group room and in the smoking area of the backyard. Please use Kitchen Stairs to access smoking area and playroom. Visitors are not permitted in bedrooms or any other areas of Amethyst House not listed above. In some circumstances visits with children may be arranged outside of weekend visiting hours.



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