



280 2nd Street
Courtenay, BC
V9N 1B6
Ph: 250-871-2570
Fax: 250-871-2573
email: Recovery@cvts.ca

AMETHYST HOUSE GUIDELINES

The administration, staff, and Board of Directors of the Comox Valley Transition Society welcome you to Amethyst House. In order for us to ensure your success in Amethyst House program and that you receive fair and just treatment while you are in residence, we are providing you with our rules and guidelines so that all parties fully understand one another.

WHAT TO BRING:

- Comfortable indoor/outdoor clothing & shoes
- Personal toiletries
- Cellphones (restricted use)
- Laptops/tablets (restricted use)
- Money for personal items
- Cigarettes
- Identification (if possible)

WHAT NOT TO BRING:

- Perfumes or heavily scented products
- Nail polish and/or remover
- Weapons
- Irreplaceable and/or valuable items
- Alcohol or anything containing alcohol
example: mouthwash
- Illegal substances or substance use paraphernalia
- Aerosol products

CLIENTS RIGHTS AND RESPONSIBILITIES

You have the right to:

- Be provided safe, healthy, and comfortable accommodations that meet your needs.
- Respectful and considerate care by staff, board members and community volunteers.
- Be fully informed of all rules and guidelines.
- Be involved in the planning of your recovery through discussion with staff on your progress.
- Make appropriate and reasonable suggestions to staff about policies and services.
- Be free to attend religious services or activities provided it does not conflict with Amethyst House program schedule.
- Be free from verbal, emotional, mental, or physical abuse or inappropriate sexual behaviour.

You have the responsibility to:

- Comply with Amethyst House rules and guidelines.
- Participate in daily group programming and regular support sessions.
- Honor the confidentiality and privacy of other residents.
- Maintain personal hygiene and clean physical space.
- Act responsibly to self, peers, and while out in the community.
- Remain drug and alcohol free.

WHAT YOU NEED TO KNOW BEFORE YOU ARRIVE AT AMETHYST HOUSE

What you can expect at Amethyst House

- ❖ A welcoming and accepting environment.
- ❖ A non-judgemental attitude.
- ❖ Respectful and professional engagement.
- ❖ Confidentiality – personal information will not be shared without your consent except in the circumstances outlined in the consent for service form.

What is expected of you while you are at Amethyst House

- ❖ To speak openly, honestly, and respectfully.
- ❖ To refrain from gossip and other comments that are unkind.
- ❖ To resolve conflict without the use of violence. Violence includes physical and verbal threats and assault, yelling.
- ❖ No 'Drug Talk' or 'War Stories'.
- ❖ To respect the property of others including Amethyst House property.
- ❖ To be open with staff about thoughts of self-harm.
- ❖ To seek support when you are stressed.
- ❖ A commitment to follow safety and security guidelines and policies of Amethyst House
- ❖ To be kind, considerate and respectful to others.
- ❖ To respect that Amethyst House is located in a neighbourhood and you are part of that community while you are living at Amethyst House.
- ❖ To participate fully in the Amethyst House Recovery program.
- ❖ Not to enter into sexual/intimate relationships with other residents.
- ❖ To respect the confidentiality of other residents, staff, volunteers and visitors.

Reasons for Discharge from Amethyst House

If you are asked to leave every effort to develop a discharge/safety plan will be made.

- ❖ Physical and verbal threats towards staff, volunteers, and other residents. Staff will assist you in changing your behavior. If physical and verbal threats continue you will be asked to leave.
- ❖ Physical violence or harmful actions towards staff, volunteers or other residents including emotional, financial or sexual abuse.
- ❖ Bringing, using, sharing, selling drugs or drug paraphernalia on site.
- ❖ Failure to participate fully in the program or adhere to individual treatment plans.
- ❖ Failure to adhere to program guidelines, policies, and expectations.
- ❖ Breaching the confidentiality of other residents, staff, volunteers or visitors.

AMETHYST HOUSE GUIDELINES

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 resident staff.

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: nutrition breaks; cleaning up after meals and nutrition breaks, cleaning the shower/bath room and shared bathrooms; tidying, vacuuming, mopping and dusting common areas 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.

Chore assignment will be assigned on a rotational basis by room number on a weekly basis.

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 20 mins a day per client. Clients must sign up in the HUB and use the computer during the specified times. Computer Use Guidelines are posted in the HUB.

Monday to Friday: 7:30am – 8:50am
11:30am – 12:50pm
7:30pm – 10:30pm

Saturday and Sunday: 9:00am – 12:50pm
6:30pm – 11:00pm

TELEVISION

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

Monday to Friday: 7:30am – 10:30pm

Saturday and Sunday: 11:00am – 5:30pm

6:30pm – 10:30pm

There will be no television viewing available in the Residents Lounge during weekend visiting hours or in the Group Room 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.

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.

CURFEW

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

Bedtime is 10:30pm 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.

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

Once a week on Friday at 1:00pm 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.

MEALTIMES

Meals are served at the specified and posted times. Please eat your meals during this time as meals will not be available at other times. The only exception is if you will be away at an approved appointment.

MEDICATIONS

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 medications 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.

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 seen by a virtual-care physician. We recommend that all new or refill prescriptions medications be filled at Comox Valley Pharmacy in Comox.

RESIDENT ROOMS

Your room will be furnished with a bed and nightstand, 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 and given specific laundry days to do so.

SAFETY

Feeling safe is an important part of recovery.

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

Behaviours 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 towards 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.

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 windows and doors. A shelter with seating is provided. Please use ashtrays provided 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.

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.

NEIGHBOURHOOD

Amethyst House is located in the quiet Old Orchard neighbourhood of Courtenay. We are surrounded by single family dwellings, and we will be respectful to our neighbours. We will show respect by refraining from: smoking except in designated area, not yelling or using foul language, not playing loud music, maintaining the yard and gardens.

OUTINGS

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

All outings must be approved and include your destination, route, time and return, who you are going with and a plan for your safety.

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.

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.

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 1pm-4pm on Saturdays and Sundays. In some circumstances visits with children may be arranged outside of weekend visiting hours.