BETHLEHEM INN BIRCH KEY PRINCIPLES

Bethlehem Inn Redmond Community Housing (BIRCH) offers community housing for Adults. Individuals are housed in rooms according to their gender identity. Registered sex offenders cannot be admitted to BIRCH. Post intake, Bethlehem Inn collaborates with Oregon State Police to verify status. Applicants agree to a urinalysis and breathalyzer upon intake and may be retested during their stay. BIRCH staff do not provide medical care, medication management, housekeeping, shower assistance, transportation or assistance around the site, or other services related. **Participants who exit the BIRCH program are able to reapply after 1 year**.

Bethlehem Inn is committed to providing an inclusive environment for everyone, regardless of ability or identity. We expect participants, staff and volunteers to demonstrate respect and consideration in speech and actions, refrain from demeaning, discriminatory or harassing behavior and speech, and be mindful of others and our surroundings. Please inform Bethlehem Inn staff if you experience or hear about any threatening or inappropriate situations that violate this agreement. Bethlehem Inn follows an anti-harassment policy in these situations.

Participant Rights: BIRCH has established the following participant rights to maintain a balanced environment for the greater good of the community and success of all individuals in the program. All **participants** agree to keep the common good and others' safety and wellbeing in mind while living here.

As a participant of BIRCH all **participants** have the right:

1. To be treated with dignity and respect by all staff and participants of BIRCH.
2. To be heard.
3. To self-determination in making your own decisions.
4. To personal safety and privacy to the degree possible.
5. To confidentiality by program staff and other participants.
6. To live without the threat of violence and not be discriminated against.
7. To a healthy, sober and drug free environment.
8. To a clean and physically safe environment.
9. To file a grievance without fear of recrimination or penalty and to have the complaint reviewed and resolved.

Case Management Program: The BIRCH program includes a comprehensive case management program with a focus on recovery and obtaining long term stable housing. This includes meeting with a case manager on a regular basis to establish goals, address barriers, and move toward stable permanent housing. The intention of the program is to support residents who are actively participating in striving for permanent housing. Not participating in case management will affect a participant's continued residency.

Participant Accountability: Participants of BIRCH agree to be responsible for their behavior and actions while at the facility. Breaking this agreement may affect continued housing. In extreme safety and security cases, a participant may be asked to leave and not return.

Privacy and Confidentiality: Staff at BIRCH are committed to employ best efforts to ensure the confidentiality of its participants. BIRCH participants agree to respect the confidentiality of other participants. Participant information may be shared by BIRCH staff with agencies and other organizations only under the conditions of the *Release of Information* (ROI) agreement signed by the participant during intake. Privacy, including and without limitation to auditory privacy, is not guaranteed in common areas of BIRCH, which are subject to video surveillance. **Participant property is subject to search**.

Reasonable Accommodation Requests: Any BIRCH participant may request reasonable accommodation in relation to BIRCH procedures and practices. Bethlehem Inn management and the Bethlehem Inn Fair Housing Officer will evaluate the request on a case-by-case basis and attempt to resolve the issue through an interactive process. All reasonable accommodation requests should be directed to Bethlehem Inn management and/or the Inn Fair Housing Officer. Forms are available for this purpose at the Front Desk.

Service Animals: Participants with service animals must submit a written request for reasonable accommodation as provided above and review and agree to the terms of the *Animal Agreement*. The animal's rabies immunization must be current, the animal must be spayed or neutered, and a Deschutes county license is required for dogs. The participant is responsible for the behavior of the service animal and for its care and grooming. Prior to any animal intake, an animal is required to pass an animal interview.

Key Cards: Keys are to be kept on participants' person while on-site. **It is very important to remember your keycard, as you would an apartment key.** Key cards automatically timeout – you must come to staff at least 1/week to ensure they are active. If you are locked out of your room when staff is not present, call the Bend Bethlehem Inn for guidance.

Late Curfews: Participants are able to leave site between 4am and 9pm. Curfew extensions will only be made for employment, treatment, medical needs or housing. Late curfew and **overnight requests** need to be turned in **48 Hours** in advance of the requested day. Participants are responsible for checking in with staff regarding approval prior to their late curfew. Overnight approval is dependent on the reason and proper documentation that is provided. Forms are available at the front desk. **If a participant returns after curfew without an approved late curfew and does not have an explanation or prior communication with staff, they may be asked to exit the program.** Exceptions are made in the case of a confirmed hospital stay.

Entering and Exiting the BIRCH Facility: Participants agree to not walk/drive/ride through neighboring parking lots, driveways, or alleys. All participants agree to drive slowly and carefully through the BIRCH parking lot.

Visitors and Pickups: Pickups are permitted with the following guidelines: The person picking up must stay in the vehicle and not interact with other participants on site. Music must not be heard on the outside of the vehicle. Exceptions to the guideline would be an official agency, parole & probation, medical transport. BIRCH staff reserves the right to remove permission for any person/persons picking up on site. Food and grocery deliveries are not permitted on site.

Transportation: Each participant is permitted to have one vehicle on site. The vehicle must be in running condition and currently licensed, registered, and insured. Documentation will be requested during intake. No vehicle maintenance (including motorized bikes) may be performed on-site. E-bike batteries may not be charged inside the building. Once parked, no participant may remain in the vehicle. Police will be notified if a participant does not pass a breathalyzer or urinalysis test and attempts to drive off site. Participants may not park in parking lots of neighboring businesses, in accordance with the Good Neighbor Policy. BIRCH is not responsible for the security of any vehicle left on-site. Abandoned vehicles will be towed after 48 hours.

Bicycles are to be parked in designated bike areas. 1 bicycle is allowed per participant. BIRCH staff conduct regular bicycle audits. Notice will be given prior to an audit. During the audit period, participants are expected to tag their bicycle with first name, last initial and room number. Tags are available at the front desk. Untagged bicycles will be removed from site and paid forward.

Off-limits Areas: Off-limits areas include participant rooms that are not assigned to you. Participants must be accompanied in the clothing room and/or commercial laundry by a staff member. Participants should not be in the kitchen unless supervised and/or authorized by staff.

Good Neighbor Policy: It is very important that we as an organization have good relationships with the businesses in our neighborhood. You can help by only visiting the businesses as a customer. This means you should not be loitering in front of Tax Minimizers and The Spokesman at any time. We cannot stress how important we take this issue.

Participant Reminders & Exits:

Participant Reminders: Safety and security is a priority at BIRCH. BIRCH's accountability system comes in the form of participant reminders. A participant who receives three participant reminders regarding the same missed expectation will receive a letter re-capping the conversations. If the expectation is not met again, the participant will choose to exit. Safety and security concerns can either lead to an immediate exit or an immediate behavioral letter.
Voluntary Exit: Participants voluntarily exiting BIRCH agree to fill out an Exit Form (available at the front desk). Key cards are to be returned before exiting the facility. All linens, blankets, pillows, and towels are to be taken to the laundry cart. After exiting, an individual has a 1 year separation from the BIRCH program. BIRCH will hold personal items left behind for **72 HOURS** only. Food items may be discarded immediately upon exit.
All mail received after two-weeks will be returned to sender. Change-of-address forms do not work for business addresses. Accordingly, it is the participant's responsibility to notify all businesses, agencies, and employers of a mailing address change.
Unplanned Exit: Participants who are asked to exit due to a violation of the BI rules and guidelines have a 30 day separation from all **other** BI programs. These exits are effective immediately.
If a participant returns after curfew without explanation or notification they are believed to have ended their residency at BIRCH. Exceptions are made in the case of a confirmed hospital stay.
Involuntary Exit: In extreme cases of violations of the rules and guidelines, an individual will be involuntarily exited. Involuntary exited individuals may not return as a participant in any of the

Bethlehem Inn's programs. These exits are effective immediately. If an individual refuses to leave, they will be trespassed via law enforcement. Only after 90 days may an individual submit a reasonable accommodation request, along with professional letters of support, to have their involuntary exit status reviewed. The documentation included in the request must demonstrate a change in behavior.

Grievance and Incident Reports: Any grievance or incident report brought to staff will involve an interactive process with a staff member or management. Grievance and Incident Report forms are available from staff on shift. A grievance is filed against a staff member(s) or can be a grievance against the organization. An incident report is filed against another participant.

Room Checks: Staff will regularly enter a room for room checks and bed checks. Participants consent to searches of their property, either as a random search or due to staff concern. Participants are asked to exit the room when locker checks are performed. **Participants agree to follow all staff directives.**

Hygiene: Participants agree to maintain personal hygiene appropriate for living in a communal environment. The BIRCH has hygiene products at the front desk for participants. Ask staff about the clothing room if needed.

Clothing: Participants agree to remain fully clothed while at the shelter except when in their room or bathroom. Participants agree to not wear clothing that is overly revealing or has images or messages that promote violence, substance use, discrimination, or is overtly sexual in nature. No swimsuits or pajamas may be worn outside a participant's room. Participants agree to wear shoes in all common areas.

Language and Behavior: BIRCH will not tolerate abusive language, yelling, gossip, bullying, aggressive actions, speech or actions that are racist, homophobic, and/or sexist or that in any way belittle an individual's race, sexual orientation, gender, or religious beliefs. Any unwanted sexual advances either in person or electronically will not be tolerated. Threats of harm or the causing of actual harm are prohibited.

Public Displays of Affection: Participants agree to avoid public displays of affection among participants while on shelter property.

Tobacco: Participants agree to **only** use tobacco – regular, e-cigarettes, vapes, and chewing tobacco - in the permitted smoking area between 4 a.m. to 9 p.m. No cigarettes are to be rolled in participant rooms, the dining room or lounges; please use the smoking area for rolling cigarettes. Smoking, vaping, or using tobacco in the building will lead to an immediate exit.

Drugs and Alcohol: All participants agree to a urinalysis and breathalyzer test upon intake. Participant use and/or possession of drugs and alcohol, including, without limitation, kratom, cannabis (all ways you can consume), both on and off-site, is strictly prohibited. Being under the influence of drugs or alcohol while a participant will result in an exit. Possession of either drugs or alcohol on site will result in an immediate Involuntary Exit. Any over-the-counter items containing alcohol, including non-alcoholic beverages, are not permitted.

Drug paraphernalia (including retail cannabis packaging, needles, pipes, syringes, cooking devices, etc.) are not permitted. Violation will result in immediate involuntary exit. Participants may not possess prescription drugs that they themselves have not been prescribed. Prescribed medications must be kept in the original container and we ask that new medications be reported to staff. Prescription drugs are to be used as prescribed.

Lending, Borrowing, Trading, or Sale of Belongings: Participants agree to not lend, borrow, trade, or sell belongings or request the same, including, without limitation to, over-the-counter medications, prescription drugs, tobacco products, services, or rides to or from site, with any other participant, staff member, volunteer, or donor.

Personal Possessions: Bethlehem Inn is not responsible for any lost, missing or stolen property. **ALL** personal possessions must fit into the locker/s assigned to each bed. All medications must be locked in the assigned locker/s. Participants will be issued a combination lock that is left on the locker at exit. Participants agree to not use personal bedding, sleeping bags, personal pillows, or decorative pillows/items in rooms.

Electronic Devices: Participants agree to use electronic devices including the tv provided in rooms only between 4am and 9pm. If electronic use is needed outside of these hours use headphones or earbuds rather than speakers. As a courtesy to all participants, electronic devices, including cell phones, must be in "silent mode" from 9pm until 4am. Participants agree to use headphones, earbuds, air pods while listening to electronic devices in common areas. Filming, photographing, or audio recording of participants or staff are not permitted. Participants agree to not video call with cameras on in common areas. Large personal electronics, such as televisions, are not permitted to be stored or used on site.

Weapons and Tools: Projectile weapons are never allowed. Weapons (non-projectile) and tools of any kind must be turned over to staff during intake. If a tool is needed, it may be picked up from staff before leaving site and returned at check-in.

Pornography: Pornographic or sexually-explicit material (electronic/video/print) is not permitted anywhere on BIRCH property.

Participant Rooms: Participants agree to not switch rooms/beds or use lockers that belong to a different bed/room unless directed by staff. Participants agree to not knock on another participant's door or enter another participant's room, including participants of the same gender. Bunks are not to be shadowed or tented by any material. If locked out, ask staff for assistance. Participants agree not to move any furniture unless approved by staff.

Room Appliances: Room appliances will be plugged into their own socket in the wall. No surge protector or power strip can be used. Appliances will remain where they are and only moved with staff approval. No other appliances or furniture are permitted in the room.

Food and Dishes: Participants are allowed to get dishes from the dining room, bring them down daily, and put them in the wash tubs to be cleaned. Dirty dishes are not meant to stay in

participants' rooms. Doing dishes in participant rooms is not permitted and food waste must be properly disposed of. It is the participant's responsibility to make sure all food is put away in the fridge or locker.

Fire Safety: Fires or burning of any kind (candles, smoking, incense, oils, plug-in deodorizers, etc.) are not permitted in any room. Tampering with smoke detectors or unnecessarily discharging a fire extinguisher is prohibited. Fireworks or explosives may not be on property at any time. Violation will result in an immediate involuntary exit. All participants agree to participate in random fire drills. In the event of an emergency, an alarm will be heard, and all participants must proceed immediately to the designated muster area - the vacant lot on the east side of the property. Individuals using oxygen cannot be in the smoking area with their oxygen.

Cleaning and Chores: Participants agree to keep their beds, rooms, and common areas neat and orderly at all times and use the provided cleaning supplies when cleaning. Cleaning products can be found in the dining room. Participants agree to make their bed daily. **Participants are required to participate in daily chores, weekly linen exchanges, and assist with the cleanliness of the community**.

PARTICIPANT SCHEDULE							
	Mon.	**Tues.**	**Weds.**	**Thurs.**	**Fri.**	**Sat.**	**Sun.**
Daily Check-in (Required):	Between 8:00 AM - 9:00 PM						
Dinner Announcements:	As needed at 5:45 PM - In the dining area						
Lights out:	----		9:00 PM to 4:00 AM Every Night				----
MEALS	**Mon.**	**Tues.**	**Wed.**	**Thurs.**	**Fri.**	**Sat.**	**Sun.**
- Breakfast	8:00 AM - 9:00 AM						
- Lunch	Sack Lunches for Workers Only (sign up 24 hours in advance)						
- Dinner	5:45 PM						
Tobacco Permitted:	4:00 AM - 9:00 PM (designated Smoking Area ONLY)						
Mail:	Mail is handed out to participants during dinner time						
Laundry:	Must sign up and complete laundry within the time slot on the laundry signup sheet.						
Clothing Room:	Dependent on staff availability						
Phone Calls:	4:00 AM – 9:00 PM						
Televisions:	4:00 AM – 9:00 PM						
Electronics:	No media without headphones at all times of the day						
HOUSEKEEPING & CHORES							
Deep Clean and Room Checks:	Staff will regularly enter a room for room checks and bed checks. The time of room checks varies.						
Chores:	**Community chore contributions are required**. Chores should be completed by all participants						
Linen/Bedding exchange:	**Required.** Tuesday = Rooms 201-208, Wednesday = Rooms 103-108, Thursday = Rooms 209-216.						