



Communicable Disease,
Emergencies, Incident Policies



Where to find templates

<https://www.ohiorecoveryhousing.org/policy-templates>



Communicable Disease Policies

You may not know if someone has an illness

- This is a housing environment
- Residents may not tell you if they have
 - HIV/AIDS
 - Hepatitis
 - Other illnesses
- They can choose to keep these private





Policy Should explain common things anyone can do

- Tells residents what behaviors spread disease and how they can prevent them
- Residents encouraged to take basic precautions
 - Handwashing
 - Regular Cleaning with recommended products
 - Not sharing personal items or eating utensils

Disposal of Hazardous Materials



- Consider if residents need to use sharps for conditions like diabetes
- They should be disposed of in appropriate containers
- Any resident who needs one can get a container at the pharmacy or their doctor

Make sure your policy is appropriate for housing environment as opposed to treatment setting

- Refer to privacy laws appropriately
- Disclosure of diseases is not required
- Residents who have a disease or condition may not be discriminated against – asked to leave simply because they have a disease or condition



Prepare for Onsite visit

- Have appropriate cleaning supplies
- Have cleaning tools
- Have handwashing supplies at sinks



Questions



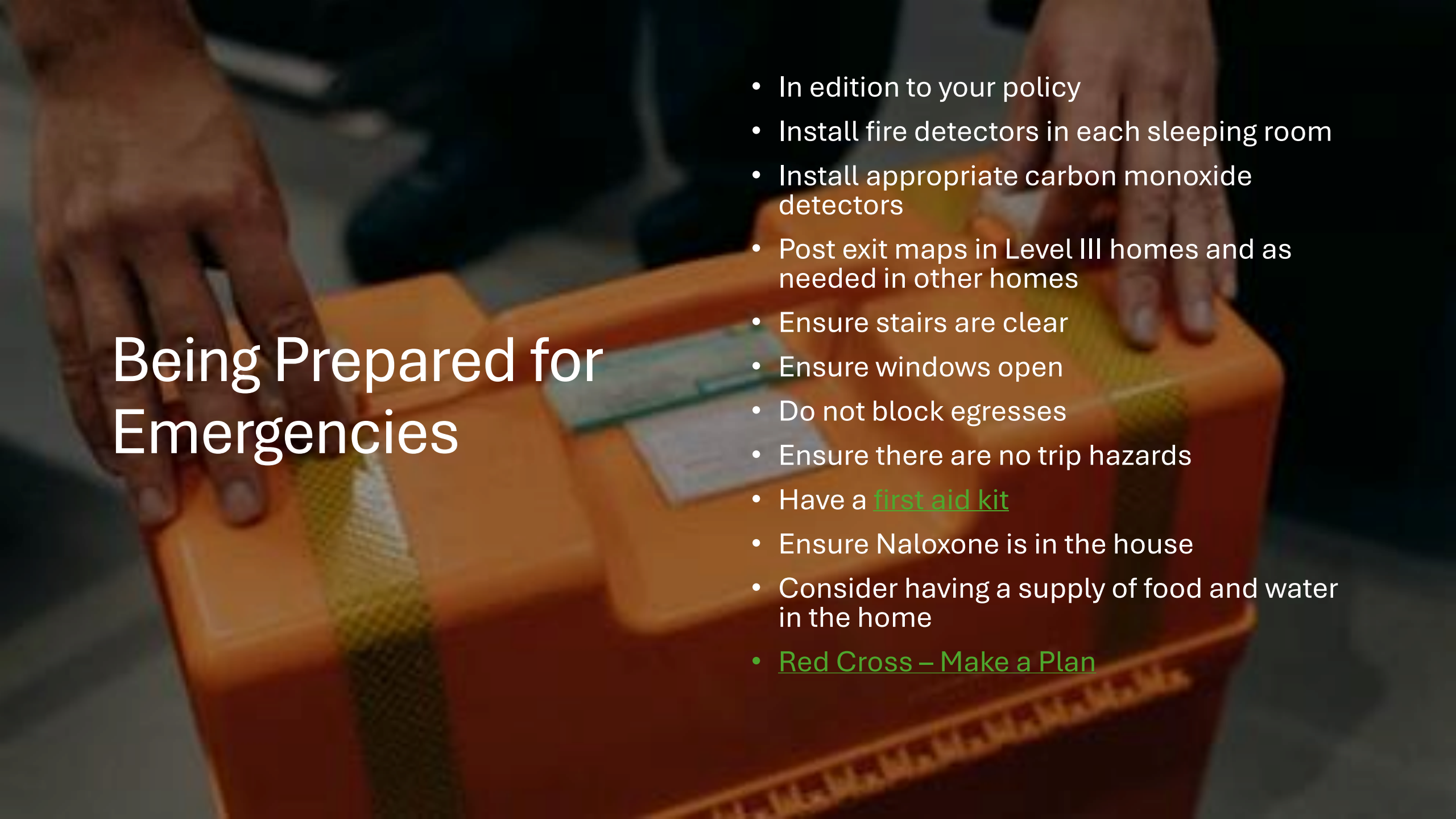
Emergency Policies





Preventing Emergencies

- Consider prohibiting open flames, like candles and incense and space heaters
- Mark areas around furnace and radiators with tape
- Ensure all appliances are safe – no frayed cords, unplug when not in use
- Ask residents to clean dry lint each time dryer is used, clean vent frequently
- Do not use extension cords for major appliances
- Ask residents to be in the kitchen when items are cooking
- Provide a place to fold clothes near the washer/dryer
- Do not store trash in basement or garage
- [More from FEMA](#)



Being Prepared for Emergencies

- In addition to your policy
- Install fire detectors in each sleeping room
- Install appropriate carbon monoxide detectors
- Post exit maps in Level III homes and as needed in other homes
- Ensure stairs are clear
- Ensure windows open
- Do not block egresses
- Ensure there are no trip hazards
- Have a [first aid kit](#)
- Ensure Naloxone is in the house
- Consider having a supply of food and water in the home
- [Red Cross – Make a Plan](#)

Emergency Policy Contents

- What residents should do if
 - There is a fire in the house/ smoke detector goes off
 - Carbon Monoxide Detector sounds
 - Suspected Overdose
 - Must include where Naloxone is in the house
 - Physical health emergency
 - Must include appropriate referral for medical treatment
 - Mental Health Emergency
 - Must including calling 9-8-8 or other crisis line
 - Violence or threats of violence
 - Must include calling 9-1-1 or law enforcement

Emergency Policy



What is your plan for ensuring safety equipment is working



How do you document that this?

During the onsite visit

- Make sure smoking area is outside with appropriate container
- Fire Detectors in each sleeping room
- Fire extinguisher in the kitchen
- Appropriate carbon monoxide detectors
- No trip hazards
- Extension cords used appropriately



Do you allow children to live in the home full time with their parent?

- Emergency policy must be clear that residents are responsible for ensuring that children are evacuated/accounted for during an emergency
- Also, consider residents with disabilities
- Consider emergency plans each time a new resident moves in



A 3D rendering of a field of dark grey question marks. In the center, one question mark is highlighted in a bright yellow color. The word "Questions" is written in white, sans-serif font across the yellow question mark.

Questions



Who are you reporting Incidents To

- Incidents are recorded and reported to your organization leadership
- Even if your organization is small, and leader knows about incident, you still must record
- You are not required to report incidents to ORH
- You **MAY** be required to report specific incidents to your county board or your funders

Incident Reporting Policy

- Requires that following incidents are reported to organization leadership and documented
 - Overdose
 - Sexual or physical harassment or assault
 - Resident serious injury or death
 - Visitor serious injury or death on the property
 - Anytime emergency response personnel are called to the house



A close-up photograph of a person's hands holding a wooden pencil over an open, spiral-bound notebook. The person is wearing a dark jacket. The background is a plain, light-colored wall.

What must be recorded

- Requires details of incident to be documented
- Requires organizations response to be documented
- Requires organizations to be clear about what steps are taken to prevent future incidents (if any are possible)

Example

- Steve fell down the stairs at ABC Recovery Home
- This required that Steve be taken to the local hospital where he received care
- The house manager recorded the incident, including the date, time, and what happened. The house manager recorded that Steve was taken to the hospital for appropriate care
- The house manager gives this report to program director
- The program director has the staircase inspected to see if a repair is needed to prevent future falls, none are identified
- Program director records this response and keeps documentation



Example

- Later, Steve's mother contacts ORH with a complaint
- Steve's mother asserts that Steve fell down the stairs and that the recovery home did nothing
- ABC recovery home can demonstrate to ORH that they did get Steve medical care, and that they took reasonable action to prevent future incidents



Keep these records for at least one year

- Best Practice to review them periodically
- Check with funders about how long you must keep documentation



Ensure incident reporting is appropriate for housing environment

- Not all residents may be accessing treatment from treatment center
- Ensure that there is an appropriate method to report incidents that happen **AT THE RECOVERY HOME**





Questions