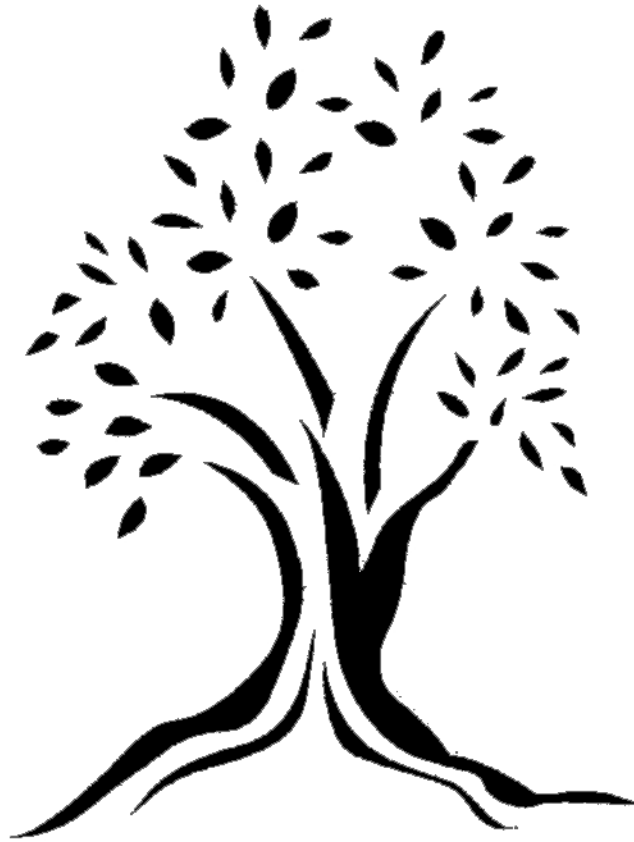


THE HOME FOR MEN



RESIDENT HANDBOOK

(Revised February 18, 2014)

Welcome by Administrator

I want to personally welcome you to The Home for Men. I sincerely hope living at The Home for Men will be a favorable experience for you. You have been carefully selected to become a resident of The Home for Men.

Your choice to make the transition for independent living to the style of living offered at The Home for Men is a major decision in your life. In order to help you adapt to your new style of living, it is important that you understand and accept certain rules and regulations which have been established by the Board of Directors. These rules and regulations are in place to assure the comfort, safety, and welfare of all residents who live at the Home.

It is very important that all residents and staff members respect one another and promote harmony at all times.

My door is open to you. You are welcome to stop in my office to ask questions or just chat with me about your concerns.

Please keep this handbook in a convenient place for you to refer to from time to time.

The nicest compliment you can return to the Home is your personal referral of The Home for Men to you family members and friends.

Again, welcome.

Mark Knuth
Administrator

Activities

A weekly outline of events is posted on the bulletin board as you enter the dining room. Expenses such as tickets, admissions, dinners, tours, etc. will be paid by the Home, when residents are attending functions as a group outing.

Air Conditioners

The air conditioner in your room is for your comfort during the warm months of the year. Your air conditioner may be adjusted by you to maintain a comfortable temperature. Any questions/problems with the operation of your air conditioner should be reported to the maintenance person or the administrator.

Alcoholic Beverages

Alcoholic beverages may be consumed in the privacy of your room. Residents shall not misuse alcoholic beverages while on the premises.

Barber

Monthly in-house barber services are available. The barber's visits are scheduled on Sundays at 8:30 a.m. The Home pays for this service. Watch the bulletin board for the upcoming dates when the barber will be at the Home.

Bulletin Board Notices

Important information such as scheduled outings and activities and the weekly menu is posted on the bulletin board near the dining room.

Complaints

Any complaint shall be communicated to the administrator or administrative assistant. If your satisfaction is not achieved, you may appeal to the Chairman of the Personnel, Residents, Building and Grounds Committee of the Home's Board of Directors.

Doctor Visits

The administrator's office will maintain a list of your current medications. Please keep the administrator advised as to any medication changes and all upcoming appointments. The administrator's office will provide you with a yellow sheet of your current medications to take with you for your doctor appointment. Tuesday is designated as medical transport day. Try to arrange all doctor appointments on Tuesday preferably in the morning hours.

Dress Code

All residents are expected to be dressed at all times when they are outside their rooms. Residents are required to observe proper hygiene and present a clean, neat appearance, frequent bathing/showering and using deodorant are necessary to maintain proper hygiene.

Emergency Call System

The emergency call system throughout the Home is to be used only in case of emergency. You will notice a push button in your room near the headboard of your bed and also orange pull cords around the common restrooms and emergency assistance stations in the newly renovated bathrooms.

Exercise Sessions

The aide on duty is responsible for conducting exercise sessions. Generally, every Monday, Wednesday, and Friday at 10:00 a.m.

Fire Safety

Written emergency fire rules for fire evacuation are located on the inside of each resident's room door. Please familiarize yourself upon entry as to the most effective evacuation route from your room to the nearest exit. Fire drills are conducted four times per year. Whenever the fire alarm sounds, you must evacuate the building as quickly as possible. Do not use the elevator in case of fire! No electrical small appliances are permitted to be operated in your room, except hair dryers, apartment size refrigerators and small microwaves. The administrator must be advised prior to the installation of refrigerators and/or microwaves. All open flames are prohibited inside of your room.

Giving Gifts and/or Money to Staff Members

The staff of The Home for Men is forbidden from receiving any gifts and/or money including loans from residents of the Home. All staff members are paid employees. The services they provide to you are considered to be performed within the scope of their employment at The Home for Men.

Housekeeping

Once a week, the housekeeper will clean your room. The rooms with private bathrooms will be monitored on a daily basis and thoroughly cleaned one time each week. You will be advised by the housekeeper as to when your room and bathroom will be cleaned. Please strip your bed and leave the sheets and pillow cases in the middle of your bed by 7:00 a.m. on the mornings in which the housekeeper cleans your room. During the time that your room is being cleaned, you will need to vacate the area.

You may want to wait in the reading room, TV room or on the porch. The housekeeper will advise you when your room has been cleaned and you return to your room.

Illness

If you have a communicable disease such as a cold, fever or flu-like symptoms, it would be appreciated if you would not mingle with the other residents and staff members. As a matter of common courtesy and respect for others, please advise the aide on duty if you are unable to come to the dining room for your meals. A light meal may be served in your room by the aide in case of a minor illness. If you become seriously ill, notify the aide on duty, the administrator or the administrative assistant immediately to be transported to the hospital.

Keys

At the time of admission you will be issued three keys. One key is for your room door, one key is for your mailbox and one key will unlock any of the doors on the outside of the main building. All doors and windows on the first floor, as well as the basement ramp door and basement windows are locked at dusk. If you accidentally lock yourself out of your room, the aide on duty will unlock it for you. Please report lost keys to the maintenance person.

Laundry

The launderer will meet with you regarding the Home's laundry procedures. You will be given a mesh bag for your dirty laundry. The laundry bag should be dropped from the laundry shoot on Sunday night. It will be received in the laundry in the basement of the Home. The laundry bag is not to be used for wet laundry. Please hang any wet clothing in your room to dry before placing the item(s) into the laundry bag. The launderer will place your smaller laundered items such as handkerchiefs, socks, and underwear into a plastic bin which has been designated with your room number. You will be shown where you can locate your plastic bin with your smaller laundered items. You may carry the plastic bin to your room to remove the items and then return it to the location on the shelf when it is kept. Your trousers and shirts will be returned to your room on hangers and placed on the hook outside of your room door. All clothing must be permanently marked with your room number. If you need extra bath or bed linens, please tell the aide on duty or the housekeeper.

Mail

A mail box will be assigned to you which has a box number on the face of the box which coordinates with your room number. All incoming mail is received in the administrator's office and placed into your mailbox as soon as possible. Outgoing mail can be put into the wall box in the entry way to the main entrance of the Home.

Meals

Meals are served in the dining room. You may select a seat which is available in the dining room, when you enter the Home. The seat which you have selected must be utilized by you at all meals, However, other seating arrangements may be considered to accommodate visiting family and friends. Please advise the aide on duty, cook, or the administrator if your visitors will be staying for mealtime. The Home encourages residents to invite family and friends to enjoy a meal at the Home. Breakfast is served at 8:00 a.m. (Monday through Sunday). Dinner "Main Meal" is served at 12:00 Noon (Monday through Sunday). Supper is served at 4:45 p.m. (Monday through Sunday). An ice cream treat is served every evening at 8:00 p.m.. You will be advised as to the procedure to sign-out, if you are not planning to be in the Home when the meals are served. Snacks in your room must be sealed. You may use the refrigerator on the second floor. Your refrigerated food items must be marked with your name.

Money

The Home assumes no responsibility for your money or valuables.

Newspapers

Daily newspapers are delivered by the aide to the reading room. The Home subscribes to the following daily newspapers: The Intelligencer, News-Register, Times Leader, and USA Today. Please do not remove the newspapers from the reading room. The newspapers are for all residents and staff at the Home.

Office Rules

Notify the administrator of any changes in your personal file. For example, a new telephone number for your contact person.

Personal Romantic Relationships

Residents are prohibited from engaging in any type of romantic relationship with the employees of the Home. Residents are further prohibited from fraternizing with the employees off the premises, unless it is an activity within the scope of the employee's work duties. All residents' behavior shall be professional at all times with regard to the employees.

Pets

Pets are not permitted in any resident's room.

Privacy

Residents and staff members of the Home shall respect the privacy of each resident's room. Residents are not permitted in the Home's laundry, kitchen, staff dining room, maintenance area, or rear building.

Property of the Home

The Home is fortunate to be able to offer the finest food and accommodations for its residents and staff. However, the provisions are to be enjoyed and used on the premises only, unless the administrator permits otherwise. Any articles brought into the Home which are considered dangerous, unsanitary, or unsuitable may be rejected by the administrator or the administrative assistant. If the administrator or administrative assistant is not at the Home, the aide on duty may make the determination.

Smoke-Free Facility

Effective February 8, 2002, the Board of Directors of The Home for Men designated the building as a smoke-free facility and no smoking is permitted within the building. You may smoke outside of the building. If you do smoke outside of the building, you must properly dispose of all cigarette butts.

Staff

The Home provides staff coverage 24 hours a day, seven (7) days a week. Direction of the staff is the responsibility of the administrator. Residents are not permitted to order the Home's staff members. Harmony must be promoted among all residents and staff members.

Telephone Service

You are responsible for establishing and terminating your telephone service for your room. Your telephone bill is your personal expense.

Television and Radio

The televisions in the TV room and the sitting room on the second floor are for your enjoyment. The Home pays for the cable service in your room. You must control the volume of your television and/or radio so as to not disturb other residents.

Transportation

The Home's vehicles are used for transporting residents to doctor appointments in the area, organized outings, and activities and shopping.

Travel

Residents are free to come and go at their own will. You will be advised as to the proper sign out procedure if you are leaving the Home for an indefinite period of time.

Vehicles

You may have your vehicle at the home. You are required to maintain a current operator's license and current liability insurance on your vehicle. This information must be provided to the administrator at the time of your admission to the Home. Also, you must report any changes or updates regarding your license and/or insurance to the administrator as soon as the information is available.

Visitors/Visiting Hours

Visitors are welcome at the Home for Men any day of the week between the hours of 9:00 a.m. and 9:00 p.m. Other visiting hours must be arranged between the resident and administrator and/or resident and aide on duty.

Rules and Regulations
Sign-Off Sheet

I have received and read the rules and regulation contained in The Home for Men Resident Handbook. I hereby agree to abide by the rules and regulations as set forth in this document which are now in force and any other rules and regulations which may be amended as approved by the Board of Directors of The Home for Men.

Date

Resident

Date

Administrator