

ACCESS Safety Policies and Precautions and Client Responsibilities

About Weapons

- Weapons (including guns, knives, and any other item used to threaten or inflict harm on someone or something) are not permitted on the premises of any program of ACCESS (Arab Community Center for Economic and Social Services).

About Illicit Drugs & Alcohol

- Illicit drugs (drugs considered illegal) and alcohol are not permitted on the premises of any program of ACCESS (Arab Community Center for Economic and Social Services).
- Clients who need to bring licit drugs (medication prescribed by an authorized prescriber and held by the client) onto the premises of any program must have the medications in the container provided by the pharmacy and may not be distributed to other people.

About Smoking

- Smoking is not permitted in any facility owned or operated by ACCESS which is used by the public. Failure to comply with weapons and/or illicit and licit drug policies may result in suspension or termination of services and/or report to law enforcement if harm or threat of harm is present.

Clients Under the Influence

- Staff will try to dissuade an impaired client from driving and consider options such as getting a taxi for the client, calling a relative or friend to drive client, or other alternatives. Another option might be to inform the client that the police will be contacted if they drive away.
- The client is instructed to return when abstinent and is informed that the substance use will be discussed in the next session. Staff will call the client to emphasize that the client is expected to return for treatment or to the group—actions that are intended to normalize the event and reduce any feelings of failure and shame.
- Client's health status will be assessed. When a client arrives under the influence of drugs or alcohol the client's need for acute care or detoxification will be assessed. If it is indicated, the client will be referred to detoxification. In a life-threatening overdose situation, no signed release is required to arrange for emergency medical care. If indicated, emergency personnel can be called. If acute care is refused, staff will contact a family member or significant other to escort the client home. (Unless the situation is life threatening, the significant other can be contacted only if the client has signed a release specifying such contact is permitted.)
- When allowed provide the family member with emergency care numbers.

Personal Safety

- Ask for identification before you open the door.
- Do not allow strangers to use the phone, even if they say it is an emergency. You may offer to call 911 for them to get help, but do not allow strangers in your home.
- Do not give private or personal information over the phone.
- Do not let strangers know you are home alone.
- Hang up if you receive a threatening call. Notify the police if calls continue.

Medication Safety

- Take medications as prescribed by your doctor; let your doctor know if you are having any side effects or if you are not taking your medications as prescribed.
- Using a daily medication dispenser/ box may help you remember to take medications as prescribed.
- If you cannot afford your medications, ask your health care provider to help you look at payment options or assistance programs.
- If you have difficulty reading labels, ask your pharmacist to help you. Check with your health care provider before taking any over-the-counter medications.
- Keep your medications in one safe place in your home (example: in a cupboard, out of the reach of children).
- Do not mix different medications in one bottle.
- Do not place medications in a bottle not labeled for that medication.
- Medication labels have an expiration date and refill information on them. Refill medication prior to taking the last dose.
- Dispose all unused or expired medications.

The Regional Poison Center can be reached at 1 (800) 764-7661**Fire Safety**

- Find at least two escape routes to use in case of fire in the home.
- Put in smoke detectors (at least one per floor) and check batteries as directed or every six months. Replace the entire smoke detector every five to ten years.
- Keep a fire extinguisher on hand and know how to use it.
- Keep emergency numbers on or near the phone.
- Make sure ashes and cigarette butts are cool before throwing them away.
- Do NOT smoke in bed.
- If you smell smoke, see fire, or the smoke detector sounds, get out of the house as soon as possible and call 911 from a nearby phone. Do NOT look for the fire.

Infection Control

- The generous use of soap and water is one of the best ways to prevent the spread of infection.
- Maintain personal cleanliness by washing hands before and after handling food, and after using the restroom.
- Keep animals and pets out of trash and off food preparation and dining surfaces.
- Use a liquid soap for hand washing. Use a separate toothbrush and drinking glass for each family member.
- Cover your mouth and nose when coughing or sneezing to prevent the spread of germs. Turn your head to avoid spreading droplets from coughs or sneezes.
- Refrigerate milk and other perishable foods.
- Promote good health by eating a balanced diet, getting the right amounts of sleep, rest, and sunshine, fresh air, and exercise.
- Talk to your doctor about your immunizations.