ELLA BESAW CENTER

Department: Administration Review Date: _____

Policy Title and #: Resident privacy Effective: 4/02/2024 Supersedes: None

REVIEW/APPROVAL PROCESS	
LEGAL: 03/21/2024	TRIBAL COUNCIL: 4/2/2024

Purpose:

To give residents a clear understanding of what their room key will be used for and to give clear instruction to staff on the boundaries they are expected to uphold regarding the resident's privacy.

Policy:

1. Each resident will have a lockable door on their room and will be given a key that locks and unlocks that door.
2. Staff will have a master key that will open all residents' rooms.
3. Staff will knock and wait for the resident to answer. If the resident does not answer, staff will look for the resident in other parts of the building and in the courtyard. Staff will check to see if the resident indicated that they were leaving the building. If the resident did not leave and is not in a separate part of the building, the staff will again knock on the door. If there is no answer this second time, staff will open the door.
4. If there is scheduled maintenance on a resident's room the resident will be given at least 24-hour notice.
5. Staff will clean the residents' room once a week on a scheduled day. Residents will be made aware of the day their room cleaning will be scheduled within the first week after admittance.
6. Staff will only use the master key without resident's permission in these circumstances:
    - Emergency building maintenance.
    - Resident safety concern.

7. Staff will not give access to a resident's room to anyone other than the resident, the resident's legal representative, or first responders in the case of an emergency.
8. 8. Should a resident lock themselves out of their room, staff can unlock the door for the resident.

By signing this you agree that you received a copy of the Resident Privacy Policy, understand its contents and agree to abide by it

Sign_____ **Date**_____