

**RULES GOVERNING PARTICIPATION
SPOTSWOOD OFFICE ON AGING/SPOTSWOOD SENIOR CENTER
PROGRAMS, SERVICES AND TRANSPORTATION**

HEALTH AND SAFETY REGULATIONS

The following rules have been established to ensure the Senior Center remains a safe, sanitary and healthy environment for clients:

- It is the Borough of Spotswood's policy that smoking is prohibited by any individual in any and all Spotswood buildings, vehicles, offices, work sites, or facilities-whether owned, rented or leased by the Borough.
- Proper personal hygiene is expected from all Office on Aging/Senior Center (including transportation) clients, such as but not limited to daily bathing and clean-non-smelling or non-soiled clothes. This requirement not only relates to a health issue but involves common courtesy for other participants.
- Rest rooms are only to be used for the purpose of toileting and hand washing. The rest rooms may not be used to change clothes, conduct body washing or for smoking.
- We expect all clients to be considerate of others with their own body fluids. Clients are to use and dispose of all appropriate items, (ex.: a tissue, neat seats, depends).
- Participants must be able to carry on independent activities such as, feed themselves and perform appropriate toileting functions. Individuals needing assistance with these functions may participate with their personal aide to obtain needed assistance while at the Senior Center or on the van.

FOOD REGULATIONS

- Center participants shall eat their meal, snacks or coffee in designated areas.
- We will not provide any containers, aluminum foil, plastic wraps or bags to be used for leftovers. Center participants may not remove previously heated or cooled food from the Center premises and should not bring in their personal baggage on the premises for this purpose.
- The use of serving utensils and tongs are a requirement when serving yourself.
- Only staff members or authorized volunteers that have gone through the Food Handler's course are permitted in the kitchen.
- Center participants may not handle any food other than on their own plate and may not take additional portions without the direct approval of the Center Director, or authorized staff member. Food may not be traded or removed from one client's plate or removed from one client's plate and eaten by another.

APPROPRIATE BEHAVIOR

To assure orderly operations and provide the best possible environment, the Borough expects participants to follow rules of conduct that will protect the interests, health, and safety of all participants and the public. Disruptive behavior is defined as that activity which impinges on the rights, privacy or physical and/or emotional well-being of others. It is not possible to list all forms of behavior that are considered unacceptable, but the following will serve as examples of unacceptable or disruptive behaviors:

- Consumption of alcohol and/or the use of a controlled dangerous substance without medical authorization on the premises or vehicle.
- Interacting with disrespect toward other persons for any reason including harassment or discrimination based upon race, color, creed, religion, age, disability, gender, sexual orientation or national origin.
- Use of profanity, verbal, emotional or physical threats or abuse.
- Physical violence, non-consenting touching or destructive behavior. Any time a client is physical violent; they will immediately be suspended and removed from the activity, premises, or bus. This may be sufficient cause for termination for use of services and facilities.

ENFORCEMENT OF RULES

An individual **NOT** following the rules and regulations governing participation and the use of services:

In the event a client poses either a health risk or causes disruption of the general practices in using the service, the client (if competent) or a responsible party (caregiver or social worker) shall be notified. Each incident of disruption shall be examined for appropriate action to be taken. The severity of the disruption will be reviewed when determining any restrictions or corrective measures to be imposed. A “cooling off” period may be imposed to allow management time to review the situation and take appropriate action during which time the client (s) involved may be required to stay away from each other. Documentation of any incident or disruptive event will be made and kept on file at the Senior Center in the Director’s office.

If a client had three (3) documented verbal or written warnings issued; depending on the severity of the situation, the client may be suspended or terminated from use of services. Before a client may return to the site from a suspension, the client must be willing to sign an agreement that the client will discontinue the inappropriate behavior and the client also understands continued inappropriate behavior could mean formal termination from participation in Center activities and use of services.

Clients or their caregivers may appeal the imposed action of the imposed action of the Borough of Spotswood on Aging Director to a three-member committee consisting of:

1. The Mayor or his designee.
2. A member of the clergy to be appointed by the Mayor.
3. Business Administrator

A majority decision of this committee will prevail.

The Director of the Office on Aging reserves the right to supplement these rules and regulations as necessary and has the responsibility to enforce them.