

## **House Rules**

It is important when someone works in your house that they understand the house rules.

Please clarify the following points with the provider during the interview or during his/her first shift.

- Specify rules on smoking, phone use, where to park vehicles, use of television/computer/stereo/air-conditioning etc.
- List instructions or limitations on use of microwave, stove and refrigerator. Specify whether you wish staff to bring their own food or if you prefer they eat with your family.
- When your family is available to relieve the caregiver for a break, the length of time and the area where he or she can relax should be specified.
- List home security issues (e.g., when are doors to be locked and windows locked).
- Indicate how the consumer should be transported and where the caregiver may take the consumer for an outing, as identified in the IPOS.
- Indicate your expectations for interacting with other family members.
- Make it clear that caregivers may not bring or invite other individuals to your home.
- Inform caregiver of the procedure they should follow when responding to telephone calls and visitors in the absence of family members.
- List areas of the home that are off limits.
- Please have a written plan of emergency for the caregiver to follow. The procedure should be detailed, listing all contact names and phone numbers. If needed, please have a copy of the medical insurance information available.