
POLICY SNAPSHOT

- The House Meeting, House meal and House Activities are mandatory. If a member feels they need to miss a meeting, they can request the time off online at: https://docs.google.com/forms/d/e/1FAIpQLSfExEqw2NUTm-pjNjje2K4zTatI-3oG4uit4VCC_kBEObbD-g/viewform
If members would like to have extended time out or a guest to stay the night, they can use the same link. (Manager can send you the Link as well)
- CoVid-19. VFOR follows the State of Vermont Department of Health Requirements when it comes to CoVid 19 protocol and procedures. These are changing weekly and VFOR Operations discusses these changes at the Operations meeting. For the most up to date info please reach out to your house manager and or check out the VT Department of Health website at- <https://www.healthvermont.gov/response/coronavirus-covid-19>. If you are having any CoVid-19 symptoms immediately start quarantine and contact your house manager and your Primary care Physician.
- Each member is responsible for having and participating with a recovery mentor, a recovery commitment, and making four recovery related meetings per week unless you are on your introduction period or on a CA. Meetings must be on separate days (no doubling up).
- Each Member (after introductory period), is allowed two nights out and they can have a guest over (until curfew 10:30pm) other than a recovery mentor or children. Guests must meet ALL Members of the house.
- All rooms and common areas will be maintained and cleaned according to VFOR's standard of cleanliness. The kitchen, laundry room, common area and all bathrooms are shared spaces; Please be respectful and clean up after each use. VFOR standard of cleanliness:
 - Under no circumstances should there be dirty dishes or food inside a bedroom or in common areas.
 - Rooms need to be picked up and maintained clean
 - Clean clothes folded and put away and dirty clothes put in a clothes hamper.
 - All surfaces neat and picked up
 - Dresser drawers closed.
- Room Check are done whenever a manager is at the house. Room inspections will be done randomly to keep our home safe. These inspections will be performed by the House Manager, House Mentor, or a VFOR Representative (room inspections will be performed by two people). When doing these inspections, manager will reach out to the member to be present, however if the member is not able to be back in time for the inspection, the VFOR rep's will continue to do the inspection. These inspections include but are not limited to: going through dresser drawers, opening cabinets, checking under beds, going through closets, looking at medication, and etc.



- There can be no room changes without VFOR prior approval. When a room opens up, singles rooms are for seniority unless said member is on some type of corrective action.
- Do not use nails or screws in the walls (use Sticky Tack adhesive), or change any cosmetic or structural elements of the house without prior VFOR approval.
- After a member's 2nd week, member must have at least 20 scheduled hours of work, volunteering or school, and be able to provide documentation.
- Please adhere to your house's allotted quiet time. Each house is different, as is each member. We all work different schedules. Please be mindful of your noise level late at night and early in the morning.
- Any member can be asked to do a UA or breathalyzer at any time.
 - Member must stay on the VFOR property until test is finished.
 - Member will have 2 hours to take the urinalysis and one cup of water
 - Refusing a test will be treated as a positive test.
- Weekly Membership Dues are due every Friday by 5 pm, paying for the upcoming week. Members may pay at the house meeting. However, Member's dues must be paying for the upcoming week. Members also can mail Membership dues to PO box 5490, Essex Junction, VT, 05452.
- No one should be in another member's room without them present. If a member is in another members room without them present it could lead to a CA or discontinuation of membership agreement.
- Theft of any kind is strictly forbidden. If any member is caught with another member's personal belongings (including food), they are subject to immediate discontinuation of their VFOR membership, and will have to leave the VFOR property. VFOR does not take any responsibility for member's belongings. Any belongings brought into a VFOR homes are strictly the member's responsibility to maintain and keep them safe.
- Respect one another no matter what. Gossiping to and about VFOR Members, VFOR staff and volunteers, inside or outside the home, will not be tolerated. No taking pictures of Members or VFOR representatives without permission.
- When a past member leaves because of a policy infraction, they are not allowed on any VFOR property without prior permission from a VFOR representative and they must have VFOR supervision if approved.
- Medication must be picked up weekly (on day of house meeting), stored in "blister packaging" when available and kept in a lock box. Members on any type of medically assisted treatment must have a ROI signed. ALL medication needs to be taken strictly as prescribed. All changes in medication must be reported to the House Manager or Vermont Foundation of Recovery Operations within 24 hours of any change.



PO Box 5490
ESSEX JCT., VT 05453
802-735-4340
VFOR.ORG

This is a snapshot of VFOR policies only. All members are accountable to following all VFOR policies, always. If you would like an updated list of VFOR policies, please ask your house Manager.