



Oregon

Theodore R. Kulongoski, Governor

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DATE: December 22, 2008
TO: Site Manager
Shift Supervisors
BVS 1's
BVS2's
FROM: Deanna Bathke, SOCP Director

SUBJECT: Employee Restroom Breaks:

As a reminder these are the restroom guidelines approved by AFSCME Labor/Management team December 2007. Please make sure employees are trained on these guidelines.

1. While at the house:
 - a. Employees are to assure if they need to use the restroom, they have made verbal contact and received a verbal agreement with another on duty employee, that they will watch their assigned client/clients during their absence. Employees need to pass on information concerning the client's state of mind (upset, good space, etc) prior to leaving.
2. While employees are accompanying a client on an outing:
 - a. Employees will assure that the client and they use the restroom prior to leaving the house (for short trips in town.)
 - b. Employees will follow staffing expectations and behavior support plans at all times.
 - c. As able, employee will go with another employee/client on the outing so they can break each other to use the restroom.
 - d. When appropriate, client assignments will be adjusted so male employee can accompany male clients and female employee can accompany female clients and therefore be able to utilize a larger same sex bathroom.

******Under no circumstances will employee leave a client unattended to use the bathroom. Unless every available option has been exhausted. If no other option is available, at least attempt to maintain communication. For further guidance see Individual Staff Expectations/BSP.**

If an employee has questions or concerns they will ask the manager or on call manager prior to leaving the house.

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