**Temporary Hotel Placement Program**

**Expectations Regarding Your Hotel Placement**

Welcome! You have been provided with a hotel voucher to help you protect yourself from contracting Coronavirus (COVID-19).

You are allowed to come and go from the hotel as you wish. However, it is **STRONGLY** recommended that you remain in your room as much as possible during your stay and limit your interaction with other guests. Getting fresh air and exercise, like walking, is suggested. When interacting with other people, try to maintain a distance of 6 feet at all times.

**Hotel Placement Guidelines**

The following basic rules are important to keeping everyone in the hotel as safe as possible:

* The use or possession of illegal drugs, alcohol, drug paraphernalia, and/or weapons on-site is prohibited.
* Open flames of any kind are not allowed in the hotel.This means no burning candles or incense.
* Violent and abusive language are not allowed in the hotel. Behavior which frightens or threatens other guests or hotel staff is not allowed. This includes physical violence, threats, name calling, discrimination, sexually explicit language, bullying, and other types of offensive language or actions.
* Your hotel room is for you and the roommate you have been placed with. Guests are not allowed.
* The hotel and homeless service providers are not responsible for the loss of any personal belongings by residents.
* The hotel **DOES / DOES NOT** (circle one) serve breakfast from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If the hotel does serve breakfast, stocking up on items is not allowed. You may take what you need for that day’s breakfast only.
* Lunch and Dinner will be provided to you during your stay. Meals will be delivered to you. It is your responsibility to store these meals in the fridge provided in your room, if available.
* Residents may self-administer medication, as needed.
* You must return to the hotel and use your bed each night while at the hotel. If you leave your hotel room for a night or more without notice to us and we are unable to contact you, we will terminate your stay at the hotel.
* In case of an emergency or evacuation, please follow hotel staff directives to help maintain the safety and security of everyone in the building.
* When your room is no longer paid for by providers, you must leave the hotel, or pay for your own room.

**Who to Contact**

* There is a “hotel shelter” staff available to you 24/7 in room \_\_\_\_\_. You can take your medication here.
* If you develop a fever or persistent cough please contact the staff person. We have plans for how to assist individuals who begin to show symptoms.
* If you experienced increased shortness of breath, and are struggling to breathe, please call 911.
* If there is any other type of emergency, such as a fight, other health emergency, etc. please call 911.
* Our hope is that you will remain in contact with your case manager at the shelter and that you will find housing that you can afford, a studio apartment or roommate, that you can exit to as soon as you can. There is security deposit assistance available for you! Please contact your case manager for more information. You can reach them by calling the staff person below:

**Staff contact information**

**Name:**

**Phone Number:**

**Agreement to Abide by the COVID 19 Hotel Guidelines**

Please initial next to each row below to indicate you agree to the following:

Hotel Name and Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| \_\_\_\_\_\_ | I am responsible for following the rules at the hotel, this includes not being disruptive to other guests and being respectful to the person sharing my room. |
| \_\_\_\_\_\_ | I will not hire or engage in prostitution at the hotel |
| \_\_\_\_\_\_ | I will not use drugs of any kind at the hotel |
| \_\_\_\_\_\_ | I will not smoke in my room, or I will be **charged a $250 cleaning fee**. |
| \_\_\_\_\_\_ | I will not drink in excess and cause disturbances to others |
| \_\_\_\_\_\_ | I will not open the door or walk in common spaces unless appropriately clothed |
| \_\_\_\_\_\_ | I will respect the space and keep my room clean, and place my dirty linens outside of my door  |
| \_\_\_\_\_\_ | Lunch and Dinner will be provided to me during my stay. Two meals may be delivered at once, and weekend meals will likely be delivered on week days. It is my responsibility to store these meals in the fridge provided in my room |
| \_\_\_\_\_\_ | Breakfast is provided on site from 6a-10a. If I miss the hotel breakfast, nothing else will be provided. |
| \_\_\_\_\_\_ | I am responsible for **paying for any damages** I cause to my room. |
| \_\_\_\_\_\_ | I understand that if I am asked to leave by hotel staff that I will not be placed in another hotel and will have to return to the shelter I came from or the overflow shelter (if it is still open and has space). |
| \_\_\_\_\_\_ | When my room is no longer paid for by providers, I must leave the hotel, or pay for my own room.  |
| \_\_\_\_\_\_ | Hotel staff and/or service provider staff has the right to ask you to leave for disruptive behavior. You are not guaranteed space in your original shelter if you are asked to leave.  |
| \_\_\_\_\_\_ | I will alert staff if I feel sick (fever, cough, shortness of breath) VIA PHONE. If you feel sick, do not leave your room.  |

By signing below, I acknowledge that I have received, read, and agree to abide by the rules and guidelines stated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature Date

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Witness Name