



City and County of San Francisco
London N. Breed
Mayor

San Francisco Department of Public Health

Grant Colfax
Director of Health

Laguna Honda Hospital and Rehabilitation Center

Michael T. Phillips, MHA, FACHE
Chief Executive Officer

LAGUNA HONDA RULES AND RESPONSIBILITIES

Laguna Honda's goal is to help each person we care for achieve their highest level of independence by maintaining a therapeutic environment. Your needs and preferences are our priority. To help make your stay at the hospital a successful one, we ask you to follow these rules and responsibilities:

1. **VISITING HOURS.** We encourage your continued participation in the affirming communities that make up your life. Your family and friends are welcome to visit you at Laguna Honda. Our recommended visiting hours are from 10:00 am - 9:00 pm daily. We ask visitors to provide advance notice so visits can be coordinated with your schedule, rehabilitation and clinical appointments, and other hospital activities. Visitors must sign-in at the lobby information desk and the nursing station in your care neighborhood.
2. **REQUEST FOR PASSES 14 DAYS AFTER ADMISSION.** When you are admitted, we complete a comprehensive assessment of your clinical and life circumstances and orient you to the Laguna Honda setting. During this two-week process, we ask that you remain at the hospital. Subsequently, passes to leave the campus must be obtained by order of your physician.
3. **SIGN IN AND OUT OF THE NEIGHBORHOOD AT THE NURSING STATION** in your care area when you leave the building.
4. **DISCHARGE FROM LAGUNA HONDA.** We ask that you work with your care team on a clear plan for discharge that supports your highest level of independence. Goal-setting with your care team for community integration begins upon your admission.
5. **PARTICIPATION IN THE REHABILITATION PROGRAM.** If you are enrolled in the rehabilitation program, you must attend and participate in your scheduled therapies. Sessions are held Monday through Sunday from 8:00 am to 4:00 pm. Your care team will prepare you for discharge when your rehabilitation goals are achieved, your progress has plateaued, or an alternative community setting is sufficient to meet your therapy needs.
6. **PROHIBITED ACTIVITIES THAT MAY RESULT IN YOUR DISCHARGE - UNAUTHORIZED USE OR POSSESSION OF ALCOHOL, ILLICIT DRUGS AND/OR DRUG PARAPHERNALIA ARE PROHIBITED.** If you have a history of unsafe drug or alcohol use, to ensure your safety and the safety of others, your care team may require that you (a) get a SUD (Substance Use Disorder) screening; (b) participate in random urine toxicology screening; (c) have your belongings routinely searched; and/or (d) work with your care team to establish a behavior management agreement.
7. **POSSESSION, SALE OR EXCHANGE OF ILLEGAL AND HARMFUL ITEMS,** such as weapons, alcohol, cigarettes, electronic cigarettes, lighters, matches, or devices that ignite, light, or fuel a flame, violate hospital policy.
 - a. **NON-COMPLIANCE to this policy WILL lead to an expedited discharge to the community.**
8. **VERBAL OR PHYSICAL ACTS OF AGGRESSION** are not tolerated.
9. **PERSONAL PROPERTY.** Residents may possess items at Laguna Honda as space, and health and safety considerations permit. Laguna Honda provides a 3-drawer chest, wardrobe, and nightstand for storage of personal belongings. One drawer of the nightstand is lockable to safeguard items of value although, to the extent possible, items of value should not be stored at the hospital to minimize theft and loss of the items.



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Laguna Honda does not otherwise provide storage space. When you are discharged, you must take your personal property with you or otherwise dispose of it.

10. **PERSONAL VEHICLES** cannot be accommodated at Laguna Honda; outside parking is not permitted for a resident's personal vehicle, including but not limited to: automobiles, motorcycles, bicycles, or any other motorized vehicles.
11. **WHEELCHAIRS** must be operated safely. Occupational therapists can evaluate and work with a resident, ie. limit speed of electric wheelchair, train on driving techniques, positioning, etc.
12. **FIRE SAFETY STANDARD.** To ensure your safety and the safety of other residents, staff shall conduct a Clinical/Safety search of your room and/or your belongings to collect lighters, matches, electronic cigarettes, and other devices that ignite, light, or fuel a flame for safeguarding if you are placed on oxygen during your stay at Laguna Honda, prior to the first administration of oxygen and on a routine basis during the time period that you have an order for oxygen.
13. **SMOKE FREE CAMPUS.** Laguna Honda is a designated "non-smoking" campus. By choosing to be admitted to Laguna Honda, you agree to follow Laguna Honda's smoke free policy, which includes the following commitments:
 - a. Refraining from smoking anywhere on LHH campus, except in the designated smoking area;
 - b. Refraining from smoking if you are on oxygen;
 - c. Refraining from smoking around others with oxygen; and
 - d. If you violate Laguna Honda's Smoke and Tobacco Free Environment policy, you will work in good faith with your care team to develop intervention(s) to help comply with the policy. The interventions may include (a) random or routine Clinical/Safety searches of your room and/or your belongings; (b) removal of smoking materials and prohibited items in your possession; and/or (c) being discharged from Laguna Honda.
14. **QUIET TIME.** Most Laguna Honda residents are asleep between 10:00 pm to 7:30 am. To promote restful sleep, during those hours, we ask that you keep lights low and noise levels at a minimum.
15. **TELEVISION USE.** A television equipped with headphone jack for noise control is installed at each bedside. Please use the pillow speaker or headphone to avoid disturbing other residents. Televisions located in the living rooms are intended for group viewing and do not require headphone use.
16. **TELEPHONES.** Telephones are available in each neighborhood for your use. We encourage you to keep calls to a reasonable length of time so that the telephone can be shared with other residents.
17. **RELOCATION WITHIN LAGUNA HONDA.** To provide you with the most appropriate care during your stay, you may be relocated from one neighborhood, household, or room to another. If relocation is required, a care team member will give you or your representative advance notice, and will orient you to your new location and introduce you to any roommates.
18. **SHORT STAY ADMISSION ONLY** – Your admission at LHH may be less than 100 day due to your skilled nursing needs may be short term and you will be discharge back to your prior living situation.



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19. POLICIES APPLICABLE TO RESIDENTS. By choosing to be admitted to Laguna Honda and signing below, you agree to review and follow all Laguna Honda policies that are applicable to residents, which are available to you for review upon request from the nursing station.

I have read and understand the contents of Laguna Honda Rules and Responsibilities. If I have any questions, I understand that I can speak to a member of my care team.

Applicant or Legal Representative Print Name:

Date

Facility Representative Print Name:

Date

Witness (2nd witness if no resident/representative signature) Print Name:

Date