

INTRODUCTION

Welcome to Covered Bridge! We are committed to providing a place where you can gain valuable tools for living a healthy and fulfilling life. Covered Bridge is here for that purpose. The people you will be living with all have different stories, but we all share a common problem. We have used and abused drugs and alcohol and suffered serious consequences. Living together under one roof will present some real challenges and opportunities for growth. This handbook is yours and it contains the information that you need to help make your time here profitable for you. It is our prayer that you will experience God's blessing in all its fullness in the days ahead.

OUR GOALS

The goal of Covered Bridge Therapeutic Communities is to provide a place where there is an environment where you can acquire the skills and tools that are necessary to live a healthy and fulfilling life, free from substance use and abuse.

YOUR PART

We **cannot do for you** that which **only you can do**.

The bottom line of that is simply this:

- you must be totally **honest and open**
- a **positive attitude** and **willing cooperation** is essential

Covered Bridge is a spiritual program with high standards and values. Your progress and success will depend on your willingness to give yourself fully to the work of the program.

The H.O.W. of the program can be remembered this way:

H—is for Honesty **O**—is for Open-mindedness **W**—is for Willingness

You will develop your own recovery goals, maintenance and community living plans with the help of Covered Bridge staff. Progress is your responsibility and our expectation.

You have already demonstrated during the application and interview process that you are motivated to be a part of Covered Bridge and you are to be commended for your desire and willingness to change. We are grateful for the opportunity to work with you and excited about what God can and will do for you if you remain committed to Him and seek His purpose and plan for your life.

ORIENTATION

The following is an outline of what you will be working on during your stay. We break down your stay into two programs: The **Alpha Program** and the **Omega Program**. This is what you can expect during each of these:

THE ALPHA PROGRAM

Phase 1—First 30 day (minimum)

During your first 30 days we will work together to develop your profile. That means we'll look at your family background, your education, the jobs you've had, skills that you have, your substance abuse history. You'll also be completing some personality tests and profiles. You will be introduced to the people you will be living and working with during your stay. You will become familiar with this handbook and the program requirements. You'll begin attending group and individual meetings and you will work with us to establish the goals for your stay.

Phase 2 –Two Months (minimum)

We will work with you to further develop your goals and you will begin a job search under the care and supervision of the staff. During this period, you will be attending AA/NA meetings, group meetings and one-on-one meetings with your counselor and Program Director. Your progress will determine whether you will move into **Phase 3** of the **Alpha Program**.

Phase 3 – Three Months (minimum)

This is the heart of the **Alpha Program**. During this time you will work to develop your recovery plan and its maintenance. You will be involved in group meetings and an intensive personal study and application of the 12 Step Principles of AA. This will involve daily reading, reflection, journaling and personal application of these principles. Upon completion of this phase, a recommendation will be made regarding graduation into the **Omega Program**.

THE OMEGA PROGRAM

Phase 1—Three Months (maximum)

During this period you will continue to live at Covered Bridge and, working with your Aftercare Case Manager, a plan for Community Living will be developed. This will include developing your community support team and recovery maintenance plan.

Phase 2 – Three Months (minimum)

You will now be living in the community and working your recovery plan. This will include the following requirements:

- Weekly meetings with staff with a discussion of your weekly Accountability Report
- Home visits by Aftercare Case Manager on an occasional basis
- Upon successful completion of **Phase 2**, you will be a **GRADUATE of COVERED BRIDGE**

A TYPICAL DAILY SCHEDULE

Monday thru Friday

Morning During the week, everyone's individual schedules vary quite a bit. Some residents have groups that they need to attend in the morning; others will need to be out of the house as early as 5:30 for work.

If you're not off to work before 6:30, we expect you to be up early enough to join us for prayer at 6:30 a.m.

You should check the House Chore List posted in the kitchen as well as the House Activities Sheet. If you're not working yet or in group meetings, you should complete your chores as early in the day as possible.

Morning is also good time to get your studies done.

Noon There is a noon AA meeting at St. Andrews Church on Main Street Monday through Friday.

Afternoon If you're not yet working, most of your volunteer work will be in the afternoon.

Evening Meal We generally have our evening meal by 5:00 p.m. If you're not yet working, you are expected to be present for this meal. If you're going to be late or absent, you need to call the house to let someone know in advance.

Evenings There is an AA meeting at Dr. Bob's on Summer Street everyday from 5:30-6:30 p.m.

There are Bible Studies scheduled throughout the week. In addition to house Bible Studies, there will be meetings at church or in homes. These usually take place from 6:30 until 8:30 or so.

We have a group meeting sometime between 8:00 and 9:30 to wrap up the day and pray.

You can plan to be in your room for quiet time by 10:00 with a "Lights Out" policy by 11:00 p.m.

Saturday-Sunday You should be downstairs for prayer at 7:30 a.m. on Saturday. We do not schedule any activities or work on Sunday. In addition to worship on Sunday, we observe a day of rest on this day.

DAILY SCHEDULE EXPLANATION

1. **Wake up:** This gives you time to wash, shave and dress before beginning your devotional time.
2. **Personal Devotional Time:** This time is for daily devotional and Bible reading, meditation and journaling.
3. **Group Devotions And Prayer:** This is 30 minutes when staff and residents come together to hear Scripture, to worship, share testimonies of how God is working in your life and to pray.
4. **Morning/House Chores:** Every resident will be assigned a job that may rotate on a regular basis. This will be posted on the Kitchen Bulletin Board. The purpose of these chores is to maintain a clean and orderly house. In addition to the routine cleaning jobs, there will be jobs that will come up on occasion that will improve the house. These may include painting, sheet-rocking, wallpapering, etc.
5. **Group and Individual Studies:** These take place Monday through Saturday and your participation in Group or Individual Studies will depend on your case plan and whether you are in **Alpha Program** or **Omega Program**
6. **Community Service Projects:** An important part of our goal in the community is to be a good neighbor and to help you learn the importance of working together to accomplish a common task. Our community service projects will involve any number of volunteer jobs such as, yard maintenance, snow removal, construction or maintenance jobs, painting, carpentry, plumbing, carpentry, and auto repair to name a few possibilities.
7. **Community AA/NA:** Attendance at a minimum of 3 community 12-step meetings a week is required. Become a regular at a group you can relate to and where you feel you fit in.
8. **Curfew:** If you're allowed to leave the house, you are to be checked in **NO LATER THAN** this time. You can expect to be held accountable for your whereabouts.
9. **Sunday Worship:** Worship at a local church is required and an essential part of becoming connected to the community.
10. **Quiet Time:** This begins at 10:00 each night and is meant to be a time of personal reflection, prayer, study and rest. You are to be in your own room at this time—moving about the house and disrupting others is not appropriate.
11. **Lights Out:** No later than 11:00 p.m.

PROGRAM RULES AND POLICIES

1. What you can expect.
 - Genuine concern and care from the staff for your spiritual, emotional and physical well-being.
 - Discipline and guidance. You will be given responsibilities and held accountable for your attitude and your progress.
 - Opportunities for healing, change and continued growth as a disciple of Jesus Christ.

2. What is expected of you.
 - **Honesty**---no game playing, denial or minimizing.
 - **Open-Mindedness**---that means you'll need to LISTEN and think about what's being said.
 - **Willingness**---that means having a heart that committed to change

3. General Rules
 - Drugs, alcohol, gambling, violence or threats of violence are not tolerated and are grounds for dismissal.
 - Foul language is not permitted.
 - All books, magazines, tapes, CDs will be screened by staff
 - The house schedule and your personal schedule are important—your whereabouts are to be approved at all times by staff.

4. Dress Code
 - You will not be permitted to wear any clothing or jewelry that promotes drugs, alcohol, violence, sex, Satanism, the occult. The only permissible jewelry is wristwatches and rings.
 - Your clothing is to be clean and without excessive holes or patches.
 - Upon leaving the shower, you are to be robed or dressed.

5. Relationships
 - If you are married, we will work with you toward reconciliation if possible.
 - Relationships with the opposite sex are not to be initiated while at Covered Bridge.

6. Mail
 - Your mail contact list is to be pre-approved by staff.
 - Staff will distribute incoming mail.
 - You may receive packages from home. Package to be opened in the presence of staff.
 - Outgoing mail is a privilege that can be revoked if mail rules are violated.

7. Health and Personal Hygiene
 - During your orientation you will receive information about communicable diseases such as AIDS/HIV, Hepatitis, Tuberculosis.

PROGRAM RULES AND POLICIES—continued

- Showers are required daily. Hair (including beards) is to be clean and neat. Teeth brushed after meals and at bedtime.
 - A physical and dental exam will be scheduled during Phase 1 of Alpha Program.
8. Visits And Leaves
- All visits and leaves are to be approved in advance (24 hours) by staff.
 - No overnight leaves are permitted until after completion of Phase 2 of Alpha.
9. Meals
- Our goal is to provide nutritious and balanced meals every day. Please keep in mind that not everyone has the same taste and every effort will be made to satisfy everyone. However, Covered Bridge is not a restaurant.
 - Food and beverages are not permitted upstairs.
 - If you are fasting, please notify us in advance so that your portion will not be wasted.
10. Money
- After you are employed you will be expected to pay 30% of your gross pay to Covered Bridge toward your Room & Board unless other arrangements are made in advance.
11. Your Room
- Food or drinks are not allowed in your room.
 - Lights, fans to be OFF when you're not in your room.
 - Your room is to be kept orderly (clothing in dressers, closets, etc.) and clean at all times.
 - Dirty clothing is to be placed in your laundry bag—your sheets and pillowcases to be washed once weekly according to your laundry schedule.
 - Your bed is to be made when you get up.
 - You are to be in your room between the hours of 10:00 pm and 6:15 am.
 - Personal property is to remain in your room.
12. Phone Calls
- Phone use is by permission only.
13. Sickness and Medication
- While Covered Bridge staff has emergency first aid training, we are not equipped to provide for ongoing medical needs management.
 - Staff schedules physical and dentals exams if necessary for you.
 - All medications that are prescribed for you by a physician will be kept in a locked cabinet and given to you by staff as prescribed by your physician.
 - All over-the-counter medications (cold, allergy, pain relief) will be likewise administered by staff and a record of your use maintained by staff.

PROGRAM RULES AND POLICIES—continued

- If you are ill you must notify staff as soon as possible. If bed rest is appropriate, you must complete “make-up” assignments as requested.
 - Only in the event of a medical emergency will you be permitted to see a doctor immediately.
 - Payment for medical services is the sole responsibility of the resident. Covered Bridge is not in any way responsible for payment of your personal medical or dental expenses.
14. Leaving Covered Bridge Program Before Graduation
- While your participation in the program is entirely voluntary, if you decide that you want to leave the program, please arrange a meeting with the Program Director. It is important to us that we know the reason(s) for your decision.
 - Upon your departure, you must take ALL property with you. Any personal property abandoned by you will be disposed of at the sole discretion of the Program Director.
15. Classes And Group Meetings
- Your attention is important. No cross-talk—please respect others when they are speaking. Be prepared to participate fully.
 - Completion of assigned work is expected unless your instructor has agreed upon previous arrangements.
16. Counseling Sessions
- Your counseling sessions are an important part of the program. All dialogue is held in the strictest confidence.
18. Vocational And Educational Counseling
- Each resident will be assessed for vocational and educational needs during Phase 1 of THE ALPHA PROGRAM
 - Upon assessment we will work together to develop a plan in order that you can gain the knowledge and skills that you need to pursue your vocational goals.
19. Laundry
- Your laundry will be washed once each week. When you arrive you’ll be assigned a laundry day.
20. Aftercare
1. Your Aftercare Plan will include developing resources for your continued sobriety and growth. Continued growth and sobriety depends on your willingness to be accountable and follow through with this plan.

You can expect the following:

- You will have full time employment and a place to live or be enrolled in a full time course of study in high school, university/college or bible college/seminary.
- You will have connected with and become a part of the life of a local church. You will continue to be connected with a mentor.
- You will continue to attend small group accountability meetings. Preferably these meetings will be for people in “recovery”.
- We will follow up with you on a weekly basis during your first 6 months of independent living.

HOUSE CHORES—DAILY JOB DESCRIPTIONS

1. Dish Washer
Set table for dinner. After each meal: Wash pots, pans, plates, silverware with hot water and soap. Rinse thoroughly. All garbage to be disposed of properly. If pots are in need of soaking, be sure they are cleaned before next meal. Put away all cleaning supplies when finished.
2. Dining Room Breakdown
Put away everything on table. Wipe down table and chairs. Fill salt and peppers shakers, butter dishes as needed.
3. Kitchen Cleanup
Empty kitchen trash container, clean container and replace trash container bag. Sweep and mop entire floor including corners.
4. Kitchen Stove And Microwave
Use hot and soapy water to clean top, burners, sides, backsplash, sides and inside of stove and oven. Clean outside and inside of microwave.
5. Restroom
Wear gloves.
 - Clean sink and tub with cleanser.
 - Clean the mirror with glass cleaner.
 - Clean toilet bowl with brush and Lysol bowl cleaner. Wipe down outside of bowl.
 - Sweep and mop floor.
 - Check toilet paper—refill as needed.
 - Empty trash—replace liner.
6. Vacuum/Sweep
Sweep all non-carpeted areas, vacuum all carpeted areas downstairs, upstairs and staircase. Be sure to clean all vacuum filters after EACH use.
7. Main Entry Detail
Sweep front walk and steps. Shovel snow and de-ice as needed.

LAUNDRY INSTRUCTION

1. Separate colors and whites. **DO NOT OVERLOAD MACHINE.**
2. Dry colors and whites together.
3. Clean lint traps in washer and dryer after EACH USE.
4. Keep track of supplies----soap, fabric softener sheets for dryer. Order as needed.
7. Laundry room to be kept clean including the following:
 - Wipe down machines daily
 - Sweep floor as needed
 - Turn off lights when leaving room.

WARNING!

NEVER USE BLEACH WITH AMMONIA!!

THE GAS THAT RESULTS IS POISONOUS!!

KITCHEN RULES

1. All food will be stored in cabinets or refrigerators—countertops to be cleared.
 2. Dishes will be washed, dried and put away after each meal.
 3. Never cut food on the countertop without the use of a cutting board.
 4. Clean cutting board after cutting any meat or fish.
 5. Tables and chairs to be wiped down after each meal.
 6. The sink to be cleaned and rinsed after each use.
 7. Sweep the floor after each meal. All spills wiped up immediately by the person who spilled.
 8. Kitchen floor to be mopped during morning chores.
 9. Kitchen trash to be emptied when full.
 10. Stove and microwave to be cleaned after EACH meal.
 11. Oven cleaned weekly.
 12. Do not pour grease down sink. Pour off into tin can, allow to cool and dispose of in trash.
 13. All cleaning supplies to be stored under sink.
 14. Refrigerator to be cleaned weekly. All food to be stored in proper storage containers and covered.
 15. Soiled towels and dirty dishcloths to be placed in laundry.
 16. Countertops to be cleaned with bleach solution after each use.
- Cooks and food preps to have thoroughly washed hands.

SHOWER AND BATHROOM RULES

All residents will take ONLY one shower daily—either in the morning or in the evening at the scheduled time only. 10 MINUTE LIMIT.

You should have your own personal soap and shampoo. Do not leave your soap or shampoo behind. Bring to your room and store it appropriately.

1. Plug sink when shaving. Do NOT let the water run continuously. Rinse the sink after you use it.

SHOWER AND BATHROOM RULES—con't

2. Do not run water continuously when brushing teeth. Wipe mirror clean if you dirty it.
3. FLUSH THE TOILET after EACH USE.
4. Remove hair from sink/shower drains.
4. Lights/fan off when leaving the room.

AUTOMOBILE POLICY

Automobile use at Covered Bridge is not a right it is a privilege that is granted. Phase 2 residents may apply for these privileges. The following rules apply to vehicle use:

1. Vehicle must be currently inspected and insured as required by State law.
2. Vehicles to be parked in designated parking area only.
3. A set of keys (door/trunk and ignition) is to be given to Program Director
4. Vehicle privileges are to be approved before arranging a vehicle purchase. Your ability to maintain, insure, and finance the vehicle must be proven beforehand.
5. No mechanical repairs to be done on Covered Bridge property without prior staff approval.
6. Vehicles are subject to search at any time by staff without your prior permission.
7. Your vehicle must be removed from the property upon leaving Covered Bridge residency unless prior arrangements have been made with staff.
8. All parking ticket or other traffic violations and accidents are to be immediately reported to staff.

GROUNDINGS FOR DISMISSAL OR SERIOUS DISCIPLINARY ACTION

The following actions and attitudes are serious and will result in consequences, which could include discharge from Covered Bridge Therapeutic Communities program:

1. Violation of Program Policies, House Rules or Guidelines
2. Use or possession of alcohol or other drugs at any time.
3. Refusing to provide a urine sample within 2 hours of request by staff.
4. Any threats of violence or abuse toward anyone. Physical fighting of any kind.
5. Violation of any law, conditions of probation, furlough or parole.
6. Manipulation, conning, deceit, or lying.
7. Stealing or taking property without prior permission.
8. Willful destruction of property including vandalism and graffiti
9. Falsifying any log book—signing in or out for another resident.
10. Refusing to follow case plan or work on personal issues with counselor or group.
11. Refusal to do assigned tasks and guidelines.
12. Violating curfew or not showing up for meals.

DISCIPLINARY ACTIONS

The specific discipline imposed will depend on the nature of the offense. Consequences will be determined appropriately. You have specific rights if you feel that your discipline is not appropriate. Please see **RESIDENT'S RIGHTS POLICY** and **GRIEVANCE POLICY** in this manual.

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11 (NIV)

RESIDENT RIGHTS POLICY

Covered Bridge Therapeutic Communities, Inc. strictly prohibits IN ANY FORM abuse to its residents.

Any staff member or volunteer who has knowledge of an incident of abuse will immediately report the incident to the Executive Director. This includes situations in which a volunteer or staff member receives a resident complaint that alleges abuse in any form or has reason to believe that abuse has taken place.

Any alleged incident of abuse will be handled according to the requirements of the law. The staff member or volunteer will submit a written report of the alleged incident within 24 hours to the Executive Director. The Executive Director will inform the Board of Directors of Covered Bridge Therapeutic Communities, Inc. of any alleged incident of abuse as soon as reasonably possible.

SPECIFIC RESIDENT RIGHTS

1. The right to give informed consent or to refuse treatment or medication and to be advised of the consequences of such a decision.
2. The right to be heard through the grievance process.
3. The right to a safe environment.
4. The right of confidentiality.
5. The right to verbal explanation of these rights and handbook content if resident has trouble understanding what is written.
6. The right to leave the program and to be counseled regarding the consequences of such a decision.

GRIEVANCE PROCEDURE

Residents have the right to be heard for any complaint. If a resident is grieved by any situation or event that is contrary to the rules, policies and guidelines in this Handbook, the following steps should be taken:

1. Report grievance to staff or staff supervisor for a possible explanation. If your grievance has not been remedied then you may,
2. Report your grievance to the Program Director. If the situation is not resolved you should give the Program Director a written explanation that will be reviewed at the next daily staff meeting. If necessary, there will be further investigation. The Executive Director and a staff member will then meet with you to discuss their findings and a possible course of action if necessary. If you feel the issue has not been resolved or addressed to your satisfaction then you may,
3. Make a written appeal to the Executive Director that will be brought to the next Board of Directors meeting for discussion and course of action.

EMERGENCY EXIT PLAN

EXIT DRILLS WILL BE HELD REGULARLY TO ENSURE EVERYONE KNOWS WHAT TO DO IF THERE IS AN ACTUAL EMERGENCY.

IN THE EVENT OF AN ACTUAL FIRE, THE PERSON DISCOVERING THE FIRE WILL SOUND ALARM IMMEDIATELY.

- **When the alarm sounds you must exit the building immediately**
- **Close doors and windows behind you**
- **Walk. DO NOT RUN.**
- **Use the NEAREST SAFE EXIT.**
- **If the drill is at night, grab a robe or trowsers to cover yourself**
- **Everyone is to meet in front of the house for roll call**
- **Staff on duty will check rooms before exiting wherever possible**

EXIT ROUTES

FROM UPSTAIRS: If staircase is in heavy smoke or flames, exit through the upstairs porch door and onto the roof. Otherwise, exit through the door leading to the first floor.

DOWNSTAIRS: Exit nearest lit exit.