**Guidelines - My Caring Paws Volunteers**

Welcome to Copper Ridge! It’s a privilege to have you serve our community with your furry friend(s)! If this is your first visit, please ensure you have signed and turned in the following documents before visiting the residents:

**1. Your dog’s updated rabies vaccination record**

**2. Confidentiality Form**

**3. Certificate of Liability Insurance (Provided by D. Maggitti)**

The Confidentiality Form can be found in this binder, along with a Volunteer Training Manual. The Training Manual should be reviewed before your first visit as well. The receptionist can make you a personal copy upon request. There is a receptionist onsite until 9pm (M-F) and 8pm on Weekends.

Steps while visiting Copper Ridge:

**Step 1:** Register at the visitor kiosk. You will stand within proximity as it takes your photo and temperature. Please fill out the series of questions and provide a valid phone number to finish registration. After registration is complete, it will recognize your face indefinitely. You must check in and check out upon each visit.

\*Current “outbreak status” will determine mask protocol. If we are in an outbreak, your mask is to be worn at all times. If we are *not* in an outbreak, you can visit without a mask. We ask all volunteers who are exhibiting cold/flu like symptoms to refrain from visiting to keep our population safe.

**Step 2:** Pick up the “Pet Therapy List” from the binder located at the front desk.

\*This list is updated weekly and displays resident names of those who are open to pet therapy visits. If you visited a resident, please check off next to their name so the Recreation Department can keep accurate records. If you visited a resident whose name is not on the list, please write their name off to the side so we can add them to our recurring list!

\*This form also contains our updated codes when exiting the units. Do not allow unauthorized resident exits to avoid elopement risks- Ask staff for redirection assistance, as needed.

**Step 3:** Return the completed “Pet Therapy List” to the receptionist before you leave.

* **ASSISTED LIVING** - if you GO TO THE LEFT of the Receptionist Desk
* Go thru the doors (which needs a CODE when you go out)
* There is a Circle hallway, takes you around to 3 separate areas (A, C, D) each area has a dining area, and nurses/assistant area – Fireplace is center, to get you back to the Receptionist.
* **REHAB AREA** and **LONG TERM CARE** – if you GO past the Café Area, to the RIGHT (there are 2 Floors)
* Stairs or 2 Elevators (E or G) for the 2 floors
* BOTH Floors are in a U shape, and have multiple gathering areas; all rooms start with same Letter on that floor (look at your sheet of people that love pets)
* Each area has code to get out.
* Megan, Activities director office is on the bottom floor.