



NORTH WIND WELLNESS CENTRE

Assisting to achieve balance in life

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Travel Checklist

- **All** personal banking, bills, rent, childcare, etc., are taken care of and cannot be dealt with once at our facility. No outside appointments are scheduled.
- Valid provincial Health Care Card.
- Proper Identification (Legal Identification).
- Enough spending money for the duration of the program (no special bank trips).
- Travel arrangements have been made, including **Return** travel.
- **All** prescribed medication **MUST** be blister-packed, unopened vitamin bottles, etc., and Epi-pen or Ana Kit if needed. If confirmed applicants show up without, they will not be admitted. **(See Unsafe/Safe Medication List)**.
- Non-marking in-door runners or slippers, good walking shoes for exercise (mandatory)
- Males – Large towel, sweat shorts, and a T-shirt.
- Females – Large towel, long skirt, long dress, or full-length nightgown.
- Swimsuit.
- Bath towel, hand towel, face cloth and a bathmat (an extra towel for mat).
- Toiletries – shampoo, toothpaste, body soap, razors, feminine needs, etc.
- Musical instruments are allowed.
- Smokers - bring enough cigarettes, vapes or tobacco for the duration of your stay.
- Weather – bring appropriate clothing, rubber boots -for an afternoon outside with horses, sometimes.
- Bring a wristwatch -helpful for keeping track of time when they are outside the buildings.

RULES AND REGULATIONS

Welcome to NWWC; the following Rules and Regulations are put into place with your safety, well-being, and health foremost in mind. Treat each person, their property, opinions, values, and belief systems, respectfully. Treat others as you wish to be treated yourself. We teach others how to treat us. Treat yourself with respect, and others will follow your example.

BEHAVIOUR

1. Honesty and accountability are paramount (way of living). Focus on your recovery because taking somebody else's inventory will not help you.
2. **ANY TYPE OF OPPRESSION** - racism, sexual harassment, gender, religious discrimination, and lack of respect to faith/belief – **WILL NOT BE CONDONED** - will be dealt with immediately and is grounds for dismissal. Keep in mind that we are inclusive.
3. No swearing. Swearing at another person is lateral/verbal abuse, and it is cause for immediate dismissal. Habitual swearing is a learned behaviour that can be unlearned; it is not deemed abuse unless intended to offend others.
4. Absolutely no intimate relationships allowed.
5. If staff notices suspicious activity or behaviour, a pat-down and body search will be conducted immediately.
6. Only one participant (at a time) in the office during phone calls, signing out, medication self-dispensing, etc.

EXTERNAL CONTACT

1. **No visitors are allowed** during the inpatient program, except for the graduation ceremony held on the last day, when family and friends are welcome to attend.
2. In the event of self-discharge or dismissal from the program, please refrain from attending any sweats or AA meetings at the Centre for the remainder of that intake cycle. It is triggering for the rest of the group and affects the dynamic of the program.
3. **Local Participants:** Be advised that a strike will be given to participants if family/friends visit during outings in the community, sweats, or in-house meetings.
4. **Phone calls are allowed.** Contact with the family will be permitted via your cell phone when signed out and the internet when at the library. Writing letters continues to be encouraged (a stamp, paper, and an envelope are provided). Please bring a list of mailing addresses for that purpose; parcels and packages are your responsibility; we will not deliver to or from the Centre.

5. There will be no external contact method or arrangements with family or friends. Suppose an acquaintance is present at an outing/meeting. In that case, the participant must not engage with the person/s and keep a visible distance apart.
6. All incoming/outgoing communication will be handled through our office or staff. Staff will take all incoming calls. Mail will be taken to the post office on Tuesdays and Fridays. Exceptions to the phone rule are (only if you have no cell phone).
 - a) Employment Insurance reporting. (Saturday evening main office telephone use between 6:00 – 7:00 p.m.)
 - b) Pre-approved parole/probation/bail, telephone appointments/reporting.
 - c) Family emergencies (the on-duty counsellors and management define emergencies).
 - d) Cellphone time is a privilege, not a right. Cellphones will be handed out on Wednesday evenings after completing chores, starting the program's second week.

DAILY ROUTINES

1. With a knock, all participants will be woken up by 7:00 a.m. You must respond with Good Morning. There will be no wake-up calls given to participants before 7:00 a.m. The participant must request their medications and personal hygiene items (razors, etc.) between 7:30 and 8:00 a.m. and be on time for sessions. **No exceptions.**
2. Participants are expected to make their beds daily and keep their rooms tidy, and they may be subject to a room check.
3. Breakfast and clean-up are over at 8:00 a.m., and the kitchen is off-limits until the first break.
4. The daily walk is mandatory from 8:15 to 8:30 a.m.; if the weather does not allow going out, the participants exercise indoors with the help of a video.
5. Group sessions are mandatory; no one is to leave during a session without permission.
6. Hats and non-prescribed eyeglasses are not to be worn in session.
7. Presence is mandatory for the morning smudge, night smudge, sharing circle, and sweat lodge ceremonies. The only exception is when a female participant is on her moon.
8. Meals will be served at the dining room table, where everybody will eat together. Everyone will be present in the kitchen at 12:00 p.m. and 5:00 p.m. for a moment of thanks before lunch and dinner – programming takes priority. In any emergency, the participants must cook lunch and/or dinner.
9. No food in bedrooms or session room; beverages (water) are allowed in session room only.

10. Check the chore list daily; chores will be designated and rotated weekly. Participants must complete chores before 6:00 p.m. Staff members will not do any of the chores for participants. Kitchen chores are done by 6:30 p.m.
11. Lights out at 11:00 p.m.
12. Room checks will occur nightly by the on-duty counsellor; please leave the door ajar.
13. Programing fluctuates based on our holistic approach; therefore, sessions are subject to change.
14. Everyone must wash their own dishes and silverware used at lunchtime.

HYGIENE

1. Do not leave the water running while brushing your teeth.
2. Laundry days are Wednesdays and Saturdays, 7:00 a.m. to 10:00 p.m. for personal clothing, and **No Exceptions**. A sign-up sheet is available to secure a turn for everyone. If missed, the participant will have to wait for the next turn. Sundays are for linen/sheets, and a participant will be assigned as part of chores. Only that designated person will have access to the laundry room that day.
3. Disposable gloves and hairnets are to be worn by all participants when preparing any food in the kitchen. A warning will be given for non-compliance first, and a strike will be given for further non-compliance.
4. Minimize laundry/shower time (we have water delivered). Limit showers to 5 minutes once a day.
5. Use disposable razors only; do not share your personal razor with others. We follow universal blood rules. There is a Sharps disposal container in the main office for razor disposal.
6. After each use, yoga mats and equipment must be disinfected with pre-mixed spray.
7. Dress code: NO short shorts, NO cleavage, NO bare midriffs, NO Butt cracks. Dress respectfully.
8. Men must always wear shirts, except at the pool and the sweat.
9. Please ensure you are appropriately covered if you need to be outside your room during the night. No bare skin showing.
10. Please be fully dressed for breakfast, no pyjamas, etc.

HEALTH AND SAFETY

1. If you are sick or injured, you must stay in your room and are not allowed any phone calls or TV for the day.
2. All participants must stay at the Centre for the evening when a co-participant is unwell.

3. The participant is responsible for getting caught up on all missed homework and handouts when feeling ill or unwell.
4. Please wash your hands frequently and use sanitizer regularly to protect yourself and others from the spread of colds, flu, COVID-19, etc.
5. Cleanliness is important. There are laundry facilities and detergent available for washing clothes.
6. Do not share cigarettes/vapes, pop, or anything else that can pass germs from your mouth.
7. Smoking, vaping, chewing tobacco or smoking cessation gum is only allowed in the designated area at the Centre and on outings.
8. There are no strong perfumes, colognes, or any other strong-scented products at the Centre out of respect for people with allergies and sensitivities.
9. There will be no horseplay, running, or swearing in the building.

CONTRABAND

We take your recovery seriously. Anything may be confiscated if safety issues warrant it. **Any medication bought on an outing must be turned in to the on-duty counsellor.** Products and paraphernalia that will be confiscated or held upon intake are:

Confiscated Items:

- a. All energy drinks of any brand are not to be consumed.
- b. Anything with the flammable/explosive symbol on it.
- c. Shoe polish, fingernail polish, etc.
- d. Pornographic material (any sex-related magazines depicting sexually explicit pictures or articles of clothing with sexually explicit or demeaning words or images on them)
- e. Drug or alcohol culture clothing (articles carrying marijuana leaves, beer labels, pictures and/or slogans, etc.)
- f. Candles or incense.
- g. Heavy perfumes, colognes, aerosol cans, and aftershaves.
- h. Knives or sharp objects
- i. Toilet paper

Held Items:

- j. All prescription and OTC (over-the-counter) medications such as Tylenol, Ibuprofen, Nicotine gum, patches, or vapour paraphernalia.
- k. Mouthwash, mouth/breath sprays

- l. Razors, nail clippers and any sharp implements
- m. Cell phones and any other electronic devices.
- n. NWWC is not responsible for items left behind after discharge. You must call first to coordinate the day and time for picking them up within the week after graduation. If you wish items to be shipped, ensure you send the funds first; the Centre will not cover any expenses incurred. Items will be kept for 15 calendar days before discarding/donating them.

BUILDINGS

1. Turn off lights when leaving a room. Turn off the television if it is not being used.
2. Please turn fans off when out of your room, especially when going on outings.
3. Everyone must clean up after themselves.
4. No smoking in any buildings. Smoking, vaping, and chewing tobacco are permitted only at the picnic table in the designated area. Please dispose of your cigarette butts in the cans provided for this purpose. Do not throw them on the ground. Smoking in the front deck is forbidden, and a strike will be issued for every incident.
5. Do not hang anything on the bedroom walls. Use the sticky blue stuff for hanging pictures, etc.
6. Do not take the session room chairs out on the veranda.

GROUNDS

1. ***THE ADMINISTRATION OFFICE IS OFF-LIMITS.***
2. Participant use of any hand tools and/or motorized tools, and equipment belonging to NWWC is forbidden. This directive includes using an axe for chopping wood under the supervision of a staff member for ceremonial purposes only.
3. Walks are encouraged with the permission of the on-duty Counsellors. The approved duos only; nobody walks alone. Automatic strikes if they walk on the Alaska Highway.

OUTINGS

1. No participant can wait in the van or be outside until all chores are completed.
2. AA and NA meetings start immediately, and attendance is mandatory.
3. Staff will not buy tobacco products for participants. Participants may purchase their own on outings.
4. Outings are scheduled for evenings after the first week (at the discretion of the Recreation Coordinator). No participant stays behind at the Centre, and all chores must be completed

before leaving the facility. No participant is to leave the recreational premises, and participants are not to be left unsupervised.

5. The staff has the right to conduct random drug and alcohol testing on participants at any time.
6. Stealing or shoplifting is not tolerated and will be grounds for immediate dismissal.
7. Gambling, such as purchasing scratch tickets, Keno, etc., is prohibited.

LEISURE TIME

1. Sunday is not a free day – the daily schedule still applies.
2. No TV or Radio from 6:00 a.m. to 6:00 p.m.; Television and/or Radio is off at 9:30 p.m. Watching television or listening to a Radio is a privilege, not a right. The exception is any DVD that is part of the NWWC program.
3. All Blu-ray/DVDs will be locked in the office. Any Media-storage item purchased on outings will be confiscated and kept until discharge.
4. No sleeping on the couch – day-doing or overnight.
5. Painting and crafting must be done only in the session room.
6. Music is allowed only at a low volume in the session room.
7. The Quiet Room is precisely that – a room to find quiet activities such as puzzles, reading, homework, etc.
8. No visiting each other's rooms. Participants are only allowed in their assigned rooms.
9. Cell phone -You must sign out and sign in your cell phone at designated times on the designated day (No Exceptions).
 - a) Cell phone designated days are Wednesdays after chores are completed to 9:00 p.m.
 - b) No pictures or videos may be taken at any time, and no "Live Feeds" due to the privacy/confidential policy.
 - c) If found or caught doing any of the above (staff will search your phone), you will lose your cell phone privileges.
 - d) Using your cell phone is a privilege, NOT a right!
 - e) No cell phone privileges during the first week of treatment.

CONFLICT RESOLUTION

In resolving the conflict, there will be no she said/he said. The following protocol will deal with differences of opinion.

- a) Go to the person in question: another participant, staff, or counsellor; if you have a concern with a counsellor, address that counsellor, **not another**.
- b) If the issue cannot be resolved respectfully with the other person, ask for a mediator that both agree upon.

- c) If you feel the mediation is ineffective, ask for a reconciliation circle.
- d) If the reconciliation circle is ineffective, participants (as a last resort) are encouraged to write their concerns in a letter to the Executive Director; paper and an envelope will be provided. Give the letter to the counsellor(s) on duty. It will be hand-delivered to the Executive Director. After a thorough investigation, the executive director will address the issue, and their recommendation will be final.

Unless pre-approved arrangements are made (The participant, Executive Director, and Counsellors will make this decision together), **No Certificate of Attendance will be issued for those participants choosing to leave prior to the graduation ceremony.**

ACCESS TO PERSONAL FILE

It is a participant's right to access their personal file. A written request must be submitted to and approved by the Executive Director. This request must state the reason for accessing the information and must be requested within the fourth week of the treatment cycle. Once approved, the file must be read in the main office in the presence of a staff member and at a time when at least two counsellors are on duty. Furthermore, this process must not interfere in any way with programming.

Breach of any of these rules can result in immediate dismissal from the treatment program. Other causes for immediate dismissal are three strikes, shoplifting, physical violence, or verbal abuse towards staff and/or participants. Strikes are applicable for any minor breaches, and strikes are given at the discretion of the counsellors on duty.

I, _____, understand to the best of my knowledge that by signing this document, I'm liable to be held accountable for my actions.

_____ Participant

_____ Date

_____ Witness

_____ Date

SAFE/UNSAFE MEDICATION LIST – Updated: February 2022

Medications in the Safe category will be permitted. The Unsafe category list of medications will **NOT** be permitted and unsuitable for those seeking recovery. Please ensure generic medications fall into the Safe category of acceptable medications.

UNSAFE	SAFE	
<p>Avoid pain medications that contain Opiates (e.g., Codeine):</p> <ul style="list-style-type: none"> • Tylenol 1, 2, 3 or 4 (all Opioids) • Demerol • Percocet • Fiorinal Plan ¼ or ½ • Levo-Dromoran • 222, 282, 292, 692, Darvon (Propoxyphene) • Talwin • Percodan • Lertine • Dilaudid • Nabilone • MS Contin • Kadian • Embeda • Infumorph • Avinza • Astramorph PF • Duramorph • MSIR • Roxanol <p>Avoid Nerve and Sleeping Pills including:</p> <ul style="list-style-type: none"> • Librium • Tranxene • Serax • Xanax • Others used for anxiety/nervousness/ tranquilizer • All Benzodiazepines and medications ending in “pam” ie. Diazepam, lorazepam, oxazepam • Midazolam <p>Avoid CNS Stimulants such as Methamphetamines:</p> <ul style="list-style-type: none"> • Dextroamphetamine (Dexedrine) • Lisdexamphetamine • Modafinil 	<p>Avoid Sleeping Pills, including these and others:</p> <ul style="list-style-type: none"> • Dalmane • Halcion • Restoril • Tuinal • Seconal • Cannabis • Capastat Sulfate • Zopiclone <p>Avoid Muscle Relaxants:</p> <ul style="list-style-type: none"> • Robaxisal • Robaxacet • Parafon • Flexeril • Baclofen <p>Over the Counter Medications can be a Serious Threat:</p> <ul style="list-style-type: none"> • Cough syrups contain alcohol, codeine and antihistamines. These are all drugs that need to be avoided. <p>Avoid Sedating Antihistamines such as:</p> <ul style="list-style-type: none"> • Gravol • Actifed • Dimetapp • Chlortriplon • Benadryl or products containing diphenhydramine • Dimenhydrinate <p>TB Antibiotic</p> <ul style="list-style-type: none"> • Capreomycin 	<p>Pain Medications:</p> <ul style="list-style-type: none"> • Regular or Extra Strength Tylenol • ASA or Aspirin • Advil or Ibuprofen • Midol <p>Available Only by Prescription:</p> <ul style="list-style-type: none"> • Tryptan • Buspirone (Buspar) • Gabapentin • Toradol • Possible other prescription medications – don't hesitate to contact the Intake Team for clarification <p>Antidepressants Safe with Proper Use and by Prescription Only:</p> <ul style="list-style-type: none"> • Elavil • Citalopram • Morex • Serzone • Desipramine • Effexor (Venlafaxine) • Zoloft (Sertraline) • Prozac (Fluoxetine) • Luvox (Fluvoxamine) • Paxil (Paroxetine) • Trazodone (Desyrel) • Mirtazapine • Bupropion • Seroquel (Quetiapine) <p>Migraines:</p> <ul style="list-style-type: none"> • Imitrex <p>Non-Sedating Antihistamines:</p> <ul style="list-style-type: none"> • Seldane • Claritin • Hismanil <p>Sleep Aids:</p> <ul style="list-style-type: none"> • Melatonin • Calcium (333mg) Magnesium (167mg) with VD3 (5mcg) • Lavender Oil <p>Opioids Agonist Treatment:</p> <ul style="list-style-type: none"> • Methadone • Suboxone

Note: This is a partial list. If you require more information, please consult your Doctor or Pharmacist about non-psychoactive/mood-altering medications. Unsafe/mood-altering medications brought into treatment and taken two weeks prior to the Intake date will result in the Applicant's immediate discharge from the program.