



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 indoor 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 the 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. For the winter months, bring shoe cleats for their shoes/boots.
- Bring a wristwatch -helpful for keeping track of time when they are outside the buildings.
- Participants are allowed to bring one full-sized luggage (maximum 50 lbs.) and carry-on (maximum 10 lbs.) ONLY. No exceptions!

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 are allowed.
5. If staff members notice 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.
7. If participants are not actively engaged and participating in the inpatient program after two weeks, they will be discharged.
8. Any participant who is exhibiting undisclosed mental health issues or challenges that are observed by staff members will be referred to the Emergency Room at the Dawson Creek & District Hospital.
9. If a participant is asked to fill out a Trigger sheet and refuses to do so, an automatic strike will be given.
10. Luggage must be checked thoroughly; whoever is checking luggage, whether participants are arriving or leaving, this means checking all pockets and unrolling socks.

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 not allowed** unless under specific circumstances listed below or if approved by all counselors on shift. 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. If an acquaintance or family member is present at an outing/meeting, 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 Thursdays. Exceptions to the phone rule are (only if you have no cell phone, and during the allotted time, ONLY).
 - a) Employment Insurance reporting. (Saturday evening main office telephone use between 6:00 p.m. and 7:00 p.m.)
 - b) Pre-approved parole/probation/bail, telephone appointments/reporting (this process is approved during the referral and pre-treatment process, not while at the Centre).
 - 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 participants must request their medications and personal hygiene items (razors, etc.) between 7:30 a.m. 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 rooms; beverages (water) are allowed in the 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. Programming fluctuates based on our holistic approach; therefore, sessions are subject to change.
14. Everyone must wash their own dishes and silverware used at breakfast.

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. Only one load of laundry is permitted per person per day. Sundays are for linen/sheets, and a participant will be assigned as part of the 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. Signs are posted in the kitchen explaining universal blood rules if you are unfamiliar. 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 appropriately and respectfully.
8. Men must always wear shirts, except at the pool and at the sweat lodge
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 to make any phone calls or watch 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.
10. The generator must be hooked up to the water tank before and while sweats are being held in case of fire. The generator must be unhooked after the sweat is done

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 allowed on the premises.
- 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 or any other drug and alcohol paraphernalia (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 other electronic devices including chargers.
- 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, chewing tobacco, and any smoking cessation gums 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 on 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 (*tac'n stick*) for hanging pictures, etc.
6. Do not take the session room chairs out on the veranda.
7. Tampering with any equipment (e.g. the cameras) is cause for immediate dismissal from the program. No exceptions.

GROUNDS

1. ***THE ADMINISTRATION OFFICE IS OFF-LIMITS.*** (The small white building west of the main house.)
2. Participant use of any hand tools and/or motorized tools and equipment belonging to NWWC is forbidden. This excludes 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. Walks must be done in groups of two or more; nobody walks alone. Automatic strikes if participants 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 are off at 9:30 p.m. Watching television or listening to the 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 discharged.
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) Using your cell phone is a privilege, NOT a right!
 - b) Cell phone designated days are Wednesdays after chores are completed, to 9:00 p.m.
 - c) No pictures or videos may be taken at any time, and no "Live Feeds" are allowed due to the privacy/confidentiality policy.
 - d) If found or caught doing any of the above (staff will search your handheld device), you will lose your cell phone privileges.
 - 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.

1. Go to the person in question: another participant, staff, or counsellor; if you have a concern with a counsellor, address that counsellor, **not another**.
2. If the issue cannot be resolved respectfully with the other person, ask for a staff mediator whom both agree upon.
3. If you feel the mediation is ineffective, ask for a reconciliation circle in which all participants have a say on the issue.
4. If the reconciliation circle is ineffective, participants (as a last resort) are encouraged to write their concerns in a signed 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 before 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, participants, and/or guests. 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's Signature

Date

Witness's Signature

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
Avoid pain medications that contain Opiates (e.g., Codeine): - 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 - Leritine - Dilaudid - Nabilone - MS Contin - Kadian - Embeda - Infumorph - Avinza - Astramorph PF - Duramorph - MSIR - Roxanol Avoid Nerve and Sleeping Pills including: - Librium - Tranxene - Serax - Xanax - Others used for anxiety/nervousness/ tranquilizer - All Benzodiazepines and medications ending in “pam” ie. Diazepam, lorazepam, oxazepam - Midazolam Avoid CNS Stimulants such as Methamphetamines: - Dextroamphetamine (Dexedrine) - Lisdexamphetamine - Modafinil	Avoid Sleeping Pills, including these and others: - Dalmane - Halcion - Restoril - Tuinal - Seconal - Cannabis - Capastat Sulfate - Zopiclone Avoid Muscle Relaxants: - Robaxisal - Robaxacet - Parafon - Flexeril - Baclafen Over the Counter Medications can be a Serious Threat: - Cough syrups contain alcohol, codeine and antihistamines. These are all drugs that need to be avoided. Avoid Sedating Antihistamines such as: - Gravol - Actifed - Dimetapp - Chlortriplon - Benadryl or products containing diphenhydramine - Dimenhydrinate TB Antibiotic - Capreomycin	Pain Medications: - Regular or Extra Strength Tylenol - ASA or Aspirin - Advil or Ibuprofen - Midol Available Only by Prescription: - Tryptan - Buspirone (Buspar) - Gabapentin - Toradol - Possible other prescription medications – don't hesitate to contact the Intake Team for clarification Antidepressants Safe with Proper Use and by Prescription Only: - Elavil - Citalopram - Morex - Serzone - Desipramine - Effexor (Venlafaxine) - Zoloft (Sertraline) - Prozac (Fluoxetine) - Luvax (Fluvoxamine) - Paxil (Paroxetine) - Trazodone (Desyrel) - Mirtazapine - Bupropion - Seroquel (Quetiapine) Migraines: - Imitrex Non-Sedating Antihistamines: - Seldane - Claritin - Hismanil Sleep Aids: - Melatonin - Calcium (333mg) Magnesium (167mg) with VD3 (5mcg) - Lavender Oil Opioids Agonist Treatment: - 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.