[ORGANIZATION LOGO]

*Please note that these are only sample components of operating a bathroom to prevent fatal overdose and improperly discarded syringes – the components below are intended to be discussion points to modify and incorporate in your own bathroom, not to copy and paste without discussion and training with your program staff.* ***These policies exist in the absence of sanctioned supervised injection facilities (SIFs) or safe consumption services (SCS), which are evidence-based interventions to minimize harm associated with drug use. Bathrooms are not an adequate replacement for SIFs/SCS.***

**Participant Bathroom Policies & Procedures**

[*NAME OF ORGANIZATION*] recognizes that the participant bathroom is a private space in which participants may choose to use discretely use drugs in the absence of other venues. Upon witnessing opioid overdoses and improperly disposed syringes in the bathroom, our organization has determined certain measures must be taken to ensure the safety of participants, staff, peers, and custodial staff. It is recognized that bathrooms may serve a need to have a private space to use drugs and, in the absence of other safer options, is a stop-gap service for participants of our organization. This is a working document that is subject to change as staff navigates ongoing issues related to the participant bathroom.

**OPERATING COMPONENTS**

*Staffing*

The participant bathroom is open only when three staff who have been trained in overdose prevention and administration of naloxone are available, one of which must be experienced in reversing an opioid overdose on or off site.

*Electric Strike*

The participant bathroom door is controlled by an installed electric strike to allow quick access to the participant in the event an individual is not responding. This is controlled by the front desk. All staff is also able to access the bathroom with keys.

*Intercom*

A voice intercom is kept in full working condition in the participant bathroom. The intercom must be located near the toilet so that participants may call the front from the toilet and can be heard clearly. In turn, staff utilize the intercom to verbally check in with participants.

*Timing*

The participant bathroom is open during regular drop-in center operating days and hours. Participants are permitted to use the bathroom one at a time for a maximum of 15 minutes each. Every 5 minutes the participant in the bathroom is checked on via the intercom system to ensure safety and health and communicate timing.

*Sharps containers*

Ideally, wall mounted sharps cabinets are utilized to prevent reuse of syringes and/or drug paraphernalia or utilization as a hiding place. In the absence of these cabinets, large and securely closed 8-gallon sharps containers can be placed on the floor. Staff will post signs to mark the sharps containers’ obvious locations of safe disposal.

**RULES AND REGULATIONS**

Participants are made aware of the bathroom rules (that follow) upon their orientation to the office. These rules are also posted in the bathroom.

* Using the [ORGANIZATION NAME] bathroom is a privilege and staff has the ability to revoke this privilege, with reason, at any time.
* Please be respectful and clean up after yourself; make sure to take all personal belongings and tidy the area after you use it.
* The bathroom will generally be open on [DAYS and TIMES]. The only exception to use the bathroom outside of these hours is a medical emergency upon request and approval of the [DIRECTOR-LEVEL STAFF TITLE].
* The bathroom will be open when there is sufficient staffing (three staff members trained in overdose prevention and naloxone administration), one of which must have experience reversing an overdose. The bathroom will remain closed if this condition is not met to ensure the safety of participants and best practices for reversing an overdose.
* If the bathroom needs to be cleaned, participants must alert a staff member at the front desk before or after using the bathroom; a staff member will clean the bathroom and it will remain open. The only time the bathroom will be closed pending all staffing requirements are metis if the bathroom is found to be unsanitary (e.g. blood, improperly disposed of syringes, evidence of leaving drugs for other participants)
* Staff will check the bathroom every [TIME YOU HAVE CAPACITY TO CHECK]- if the bathroom is unexpectedly dirty or if there are hazardous conditions, the bathroom will be shut down for the rest of the day regardless of whether there are people waiting to use it.
* There is an initial 10-minute time limit, with possible 5-minute extensions on each bathroom visit. Staff will check in with participants via the intercom. Staff will only enter if the participant is unresponsive.
* Bathroom rules are subject to change at any time for any reason.

**CLEANING PROCEDURE**

A staff member must clean the bathroom using the following procedure and wearing appropriate attire (long pants, full coverage shoes, latex gloves while cleaning surfaces, and puncture resistant gloves while handling sharps containers and garbage receptacles) to avoid needle stick injuries.

In order for the bathroom to be deemed clean and in usable condition the individual cleaning the bathroom (not a participant, volunteer, or peer) should have followed the outlined steps.

1. All surfaces wiped down with a antibacterial disinfectant bleach wipe to remove all bacteria, blood, and/or residue.
2. All potential hiding places for drugs or paraphernalia (includes checking behind posters or underneath table crevices) are reviewed.
3. All sharps containers checked to make sure they are sealed and less than half full. If it is not sealed or is more than half full, it should be replaced.
4. Check the garbage for presence of syringes and fullness, if more than half full- replace, if syringe is found in the garbage close bathroom.
5. Refill toilet paper, paper towel, and soap dispensers.

**OVERDOSE RISK**

[ORGANIZATION NAME] recognizes that participants may choose to use drugs in the bathroom and are at risk for overdose. A naloxone kit is kept in close proximity to the bathroom door however not within the reach of participants.

A staff member via an intercom into the bathroom should check on participants at five-minute intervals.

Should a participant request assistance in the bathroom, a staff member should seek backup immediately and attend to the participant. Under no circumstances should a staff member assist in the preparation or administration of any drug, licit or illicit. Staff members should NOT let the door lock behind them.

Should a participant not respond to a check in via intercom, the staff member should proceed to request support in the drop-in space. Having obtained coverage a staff member is to knock on the bathroom door to check again and see if there is any response from the participant. If there is no response again, the staff member should enter the bathroom via key or electronic strike to check on the participant.

If a staff member is in the bathroom with a participant the door should not close behind them. If there is an overdose they should inform the front desk staff which will then proceed with Overdose Reversal Procedure (in the event of an overdose, the office must be closed and a 911 call placed immediately).