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## HOTEL GUIDELINES

To ensure that Ohio's domestic violence shelter programs **remain open and accessible to survivors** and in order to support programs through the COVID-19 viral outbreak and minimize exposure to survivors residing in shelter, ODVN is able to provide funding for hotel stays.

The purpose of these funds is:

1. To add capacity to shelters in order to de-congregate
2. To provide local DV programs with expanded options to facilitate social distancing and combat the spread of illness.

Population to be served:

Individuals and families who can perform activities of daily living and can safely manage (e.g. no significant behavioral health or other needs; comprehensive safety plan) in a hotel/motel setting.

And/or

Individuals and families with higher risk of medical complications were they to become COVID +

And/or

In limited cases, survivors with symptoms e.g. in communities with comprehensive plans for working with survivors who have symptoms and in communities where hotels agree up front to provide lodging to survivors with symptoms.

Programs seeking this funding should complete an Emergency Fund Request Form outlining the reason(s) for the request and submit the request to ODVN for approval. Prior to making such requests, ODVN would like to ask that all programs work with their local hotels to negotiate reduced rates. Ideal rates would be in the \$50-\$80 range per night. Reasonable negotiated weekly rates are also acceptable depending on the severity of the circumstances. If at all possible, finding a hotel room with a kitchen is the ideal circumstance for families who will be separated for longer periods.

Conditions required for hotel assistance include:

- On-going capacity to provide referrals and resources for assistance.
- Initial and on-going safety planning to address risk of off-site placement.
- Continued case management by phone or virtual access to ensure DV and other service needs are met, as well as a plan for exit from the hotel setting to either permanent housing or return to shelter.
- Crisis intervention as needed
- A detailed plan with the survivor to provide essential needs: food, cleaning supplies, PPE equipment (if possible and requested), access to services, safety planning and support, grocery gift cards and/or gas cards
- Active monitoring of all clients daily.
- Agreement with client to abide by all hotel policies and safety procedures (e.g. no smoking, no visitors).
- Clear lines of authority and accountability between hotel operator and service provider/case manager, with communication plan for emergencies.
- Procedure to identify need and to arrange for transportation if client requires groceries, drug store items, medical attention or treatment.

Please review the following guidelines for requesting hotel funding through ODVN:

**\*Please note that these requests should only be made for survivors if it is a safe option\***

- Negotiate reduced hotel rates prior to making the request
- Verify (hotel/motel) on-site staff presence 24/7, including standard staffing by hotel operator (front desk, maintenance, security).
- Negotiate weekly cleaning/disinfecting of rooms, use of laundry service, and bedding supplied by hotel/motel operator.
- Ensure clear processes for notifying service program of new room vacancies and for accepting referrals and orienting new clients to facility, protocols and services.
- Ensure access to drinking water, tissues, plastic bags and personal hygiene products.
- Enforce no visitors on site. Establish agreement with hotel provider for handling violations.
- Determine how to provide individual meals and/or food that can be safely stored within client rooms.
- Complete Emergency Fund Request Form and submit to:

Cassie Baker at: [cassieb@odvn.org](mailto:cassieb@odvn.org)

**Please determine in advance if the hotel will invoice ODVN for payment. If the hotel requires payment upon reservation, please indicate this information on the request form so that Cassie can make arrangements directly with the hotel and receive the hotel receipt**