

Every licensee of a long-term care home shall ensure that the home has sufficient indoor and outdoor furnishings, including tables, sofas, chairs and lamps, to meet the needs of residents.

The licensee shall ensure that:

- (a) Resident beds have a firm, comfortable mattress that is at least 10.16 centimeters thick unless contraindicated as set out in the resident's plan of care;
- (b) Resident beds are capable of being elevated at the head and have a headboard and a footboard;
- (c) roll-away beds, day beds, double deck beds, or cots are not used as sleeping accommodation for a resident, except in an emergency;
- (d) A bedside table is provided for every resident;
- (e) A comfortable easy chair, ("a comfortable easy chair", is a chair that is padded and has arm rests) is provided for every resident in the resident's bedroom, or that a resident who wishes to provide their own comfortable easy chair is accommodated in doing so; and
- (f) A clothes closet is provided for every resident in the resident's bedroom

**PROCEDURE:**

- Prior to or during the admission process, the family or SDM will be notified of the furniture policy.
- If a resident does not want any of the required furnishings in their room it must be noted in their plan of care .
- Long Term Care Homes must comply with the Ontario Fire Code, Long Term Care Homes Act, Ontario Building Code and the Occupational Health & Safety Act.
- If a Health & Safety issue is identified by any staff due to placement of furnishings or belongings in a Resident's room, it is to be reported to their Supervisor immediately.
- Any furniture, items or personal belongings that do not comply with the guidelines below or that pose immediate risk of injury to anyone, will be removed immediately and placed in safe storage. Person in Charge will notify Family or Substitute Decision Maker regarding the removal. Personal belongings requiring pick up will not be stored for longer than 7 days unless arranged between family and administrator.

Placement of furnishings in resident rooms will follow guidelines that recognize two basic concepts:

1. Rooms should be as home-like as possible
2. Rooms must be safe for both residents and staff

All Homes dining rooms will be furnished with appropriate furniture and equipment; including comfortable dining room tables and chairs that are an appropriate height for the residents to eat and for staff assisting residents to eat.

Resident rooms occupied by more than one resident are to have sufficient privacy curtains to ensure privacy for each resident.

**GUIDELINES:**

1. Furniture is to be brought to the Home during normal business hours (Mon-Friday 0800-1600 hr.) and received at the loading dock. Environmental Service staff will be available to assist with transferring and placement of furniture.
2. All Furniture must be assessed for size and safety and approved by Environmental Services, before bringing into the Home.
3. Refrigerators are allowed in resident rooms providing they are CSA approved, assessed by Environmental Services and meet the following criteria:
  - Cleaning, repairs and replacement is the responsibility of the resident/family.
  - They must be no larger than 18" deep, 19" wide and 19" tall.
  - The size and placement is to be approved by maintenance
4. Furnishings are to be arranged in the room so that there is a safe pathway for a walker and/or wheelchair to all areas of the room, and nothing is to be against a radiator or closet door. In a multiple bed room, furnishings are to be placed in such a fashion so as not to infringe upon the space of other residents. All furniture must be easily movable.
5. The bed must be situated in the room whereas the call bell will reach the head of the bed and at least one side of the bed can be accessed by staff. If a bed is placed with one side against the wall, there must be room available to move the bed away from the wall quickly, with ease, and without moving other furniture. ( there may be some instances where both sides of the bed need to be accessible at all times)
6. Storage is not allowed on the floor, under beds, or on top of clothing cabinets in resident rooms.
7. Bedside mats and rugs are acceptable as long as they are rubber backed and do not impose a trip hazard. Rugs cannot be used in rooms of residents who are at high risk for falls. Rugs are not to exceed 30" x 18" in size. Must not be placed under beds or dressers.
8. Vacuuming of rugs will be the responsibility of Environmental Services Housekeeping section.
9. Residents/families are responsible for the cleaning and shampooing of personal furniture and rugs as required.
10. Electrical appliances (e.g. radio's, cooling devices, fans, razors, etc.) are to be inspected by the Maintenance Staff prior to use in the resident's room for safety and appropriateness.
11. Humidifiers are not allowed in the Home.
12. Maintenance Staff must install shelving, hang pictures, or perform other alterations to the resident's room.
13. Environmental supervisor or delegate must approve fire retardant drapes, mattresses, pillows to ensure compliance with the Long Term Care Homes Act, 2007 and the Fire Code.

14. Television sets cannot be larger than 40" and must not interfere with other resident's rights. Earphones may be requested for noise control. Televisions must be able to be safely secured to an acceptable TV stand, cabinet or mounted to the wall. All television installation and mounting must be pre-approved by Maintenance Staff.
15. All cords must be safely placed as not to present a hazard for resident or staff. Power bars are allowed, one per outlet. Extension cords are not allowed.