DEVELOPMENT SERVICES DEPARTMENT
ENVIRONMENTAL COORDINATOR
450 110th AVENUE NE
BELLEVUE, WA 98009-9012

DETERMINATION OF NON-SIGNIFICANCE

PROPONENT: Temple B'nai Torah and Tent City 4

LOCATION OF PROPOSAL: 15727 NE 4th Street

DESCRIPTION OF PROPOSAL: To provide a temporary encampment for members of Tent City 4.

FILE NUMBER: 16-132145 LZ

The Environmental Coordinator of the City of Bellevue has determined that this proposal does not have a probable significant adverse impact upon the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(C). This decision was made after the Bellevue Environmental Coordinator reviewed the completed environmental checklist and information filed with the Land Use Division of Development Services. This information is available to the public on request.

☐ There is no comment period for this DNS. There is a 14-day appeal period. Only persons who submitted written comments before the DNS was issued may appeal the decision. A written appeal must be filed in the City Clerk's office by 5:00 p.m. on _____.

☒ This DNS is issued after using the optional DNS process in WAC 197-11-355. **This decision may be appealed to Superior Court by filing a land use petition meeting the requirements set forth in Chapter 36.70C RCW. *See* LUC 20.35.070. There is a 21-day appeal period to end on July 28, 2016**.

☐ This DNS is issued under WAC 197-11-340(2) and is subject to a 14-day comment period from the date below. Comments must be submitted by 5 p.m. on _____. This DNS is also subject to appeal. A written appeal must be filed in the City Clerk's Office by 5 p.m. on _____.

This DNS may be withdrawn at any time if the proposal is modified so that it is likely to have significant adverse environmental impacts; if there is significant new information indicating, or on, a proposals probable significant adverse environmental impacts (unless a non-exempt license has been issued if the proposal is a private project): or if the DNS was procured by misrepresentation or lack of material disclosure.

Carol V Helland
Environmental Coordinator

7/7/16
Date

OTHERS TO RECEIVE THIS DOCUMENT:
State Department of Fish and Wildlife
State Department of Ecology,
Army Corps of Engineers
Attorney General
Muckleshoot Indian Tribe

City of Bellevue
Development Services Department
Land Use Division Staff Report

Proposal Name:	**Tent City 4**
Proposal Address:	15727 NE 4th Street
Proposal Description:	To provide a temporary encampment for members of Tent City 4.
File Number:	**16-132145 LZ**
Applicant:	Temple B'nai Torah
Decisions Included:	Temporary Encampment Permit, Process V
Planner:	Antoinette Pratt, Senior Planner, (425) 452-5374
State Environmental Policy Act Threshold Determination:	**Determination of Non-Significance (DNS)** Carol V. Helland Carol V. Helland, Environmental Coordinator
Director's Decision:	**Approval with Conditions** Michael A. Brennan, Director Development Services Department By: Carol V. Helland Carol V. Helland, Land Use Director

Application Date:	May 16, 2016
Public Notice (600 feet):	May 26, 2016
Public Meeting:	June 16, 2016
Minimum Comment Period:	June 9, 2016
Bulletin Publication Date:	**July 7, 2016**
Appeal Deadline:	**This decision may be appealed to Superior Court by filing a land use petition meeting the requirements set forth in Chapter 36.70C RCW. *See* LUC 20.35.070.**

I. Request and Project Description

The Temple B'nai Torah (TBT) requests approval to locate a temporary encampment at 15727 NE 4th Street until September 25, 2016. An invitation to locate the encampment has been extended by the applicant [1] with a proposed installation date of June 6, 2016 or thereafter as noted in the submitted application. [2] This is the fifth time that TBT has hosted Tent City 4 (TC4). TBT's prior hosting dates are noted as following:

- November 16, 2005 to February 14, 2006
- May 8, 2008 to August 5, 2008
- July 29, 2011 to October 27, 2011
- May 30, 2014 to August 28, 2014

The Bellevue City Council approved Ordinance No. 5615 on July 25, 2005, which established decision criteria for Temporary Encampments within the City of Bellevue. In January, 2006 a Consent Decree was entered in federal court resolving certain challenges raised to the validity of the Ordinance. The Consent Decree commits the City to apply certain interpretations of the ordinance to all future temporary encampment applications, including the proposal by TBT. See Para. 3.2 & 3.3 of Consent Decree within the project file. The Consent decree was recently extended for one year with approval of all signatory parties. It will conclude in January 2017.

Because TBT is a religious institution, it is permitted to host TC4 as an accommodation of religious exercise pursuant to Land Use Code (LUC) 20.30U.120. Rabbi David Lipper of TBT has included a theological justification in support of the application dated April 26, 2016. See Attachment B for a review of these religious precepts.

II. History of Tent City

TC4 is a temporary encampment that has been located in Eastside cities and King County since May 17, 2004. It is modeled after Tent City 3 (TC3), which began operation in Seattle on March 31, 2000. TC4 is sponsored and supported by two non-profit organizations, SHARE (Seattle Housing and Resource Effort) and WHEEL (Women's Housing Equality and Enhancement League), which also operate more traditional homeless shelters in Seattle. SHARE is a non-profit 501(c)(3) corporation.

TC4's day-to-day operations are managed by its residents. TC4 provides tents for up to 100 residents, but its average occupancy is approximately 60 to 70 people, including single adults and couples; children are not housed at TC4 except in the event of an emergency and only until an alternative placement can be made. The residents monitor entry into the camp, and they endeavor

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1 TC4 submitted their request to TBT on February 27, 2016. See Attachment A.

2 TBT/TC4 submitted their encampment application on May 16, 2016. An Encampment Application is a Process V application which requires *two to three months to process* given required public notification, public meeting, meet and confer meetings with the Bellevue Police Department (BPD) to review the safety plan, contact with schools and daycares within 600 feet of the proposed site, neighborhood interaction and development of required staff report. Deployment at TBT is permitted to occur from **July 7, 2016 to October 5, 2016** under the terms of this final approval. TBT has requested that TC4 leave by September 25, 2016, due to the high holy days which will commence in October. Thus, the encampment will be in Bellevue less than 90 days for this deployment unlike earlier encampment hostings. In the future, the applicant should submit its application three months prior to the planned arrival date to ensure adequate time has been allowed for required processing in order to avoid encampment deployment delays. See Section XI for related condition.

to deny entry to anyone who is discovered to be on the sex offender database or has an outstanding arrest warrant. TC4 has operated in Bothell, unincorporated King County, Woodinville, Kirkland and Bellevue. Currently, TC4 is located at High Point Interchange off of I-90 at Exit 90 (Snoqualmie Parkway and Jacoby Exit). The stated purpose of TC4 is to help homeless individuals stay together in a communal setting that provides safety and shelter rather than being on their own in the elements. The encampment also allows its participants to store their belongings while away from camp at work and appointments.

TC3 and TC4 are both designed to be democratic and self managed. Encampment residents contribute to work necessary shifts for camp maintenance and functioning. The residents hold weekly meetings to elect leaders, who are tasked with camp operations and enforcement of encampment rules and a Code of Conduct, requiring among other things sobriety, non-violence and cooperation. See Attachment C for the Code of Conduct. Encampment rules require that those violating the Code be held accountable. See Section VI, Public Comment for further discussion regarding TC4's Code of Conduct and current issues concerning these standards.

III. Site Context and Description

TBT is located on the south side of NE 4th Street between 156th and 164th Avenues NE. The surrounding properties adjacent to the Temple are predominately single-family to the south and west with exception of the Church of the Nazarene to the north, the Jewish Day School (JDS) to the east and Lake Hills Montessori to the west. The Temple has been operating in this location since its construction in 1998. The Temple is located on Lot 1 of a three lot short plat (Bellevue File No. PSPSE-94-9899), while the Jewish Day School is located on lots 2 and 3. Lot 1 contains 3.1 acres; lot 2 contains 1.28 acres while lot 3 contains 5.08 acres.

The Temple site contains a circular driveway with 20 parking stalls. In the center of the drive is a landscaped area that is populated primarily with evergreen trees. The Temple structure is located to the south of this circular driveway. The Temple has a large lawn area located south and west of its sanctuary doors, which is the proposed location of the encampment. The area is very flat and is a manicured lawn area. Beyond the lawn area are berms that are used to separate the manicured landscape area from the native vegetation areas that exist along the west and south property lines. These areas contain both overstory and understory vegetation, which is very dense in some areas. Most of the trees along these property lines are fir trees.

See Attachments D and E for zoning and site maps.

IV. Proposed Site Layout

TC4 is proposed to be located in the Temple's manicured lawn area west and south of the Temple. This is the same location and layout of the previous deployments. There will be one opening provided for ingress and egress for the encampment, located just south of the circular driveway. At this opening, TC4 proposes to place its security tent so there will be direct monitoring of individuals seeking entry to the encampment and to also monitor the activities of current residents. In addition to the security tent, tents for donations, and blanket storage will be located near this ingress/egress access point.

Tents are proposed to be located between the temple walls and the raised berms to the south and west that separate the native vegetation areas along the site perimeter from the manicured lawn. No tents will be placed to the south or the west of the berm. A large 20 by 40 foot tent that is designated as the "Hilton" will be located at the southeast corner of the temple site. This tent is used by men that are new to Tent City until they can be accommodated in a private tent.

The southern portion of the Temple contains a substantial building overhang that projects 17 feet over a 25 by 75 foot patio area. The encampment kitchen will be located adjacent to this area along with a commons area for TC4 residents (TV/library tent).

TBT has a garbage area at the southeast corner of the site that can be accessed from a service road via NE 1st Street. As a temporary measure, the garbage containers will be removed from this area and placed outside of the screen to the east so that the portable shower facility that is owned by TC4 can be placed there. Electricity will be provided from the electrical room located inside of the Temple at the southeast corner of the facility. A temporary connection will occur at this location so that the shower can have heated water. Directly adjacent to the shower will be four portable toilets. To fulfill the Fire Department requirement for an emergency door, the Temple will construct a temporary wall between the Temple structure and fence that will be equipped with an emergency exit.

Several hose bibs located along the west and south building elevations will provide potable water for the encampment. See Section VII for building comments regarding plumbing permits. See Attachment E for the site plan date stamped June 7, 2016, by the Building Department, forming the basis of the Director's decision.

V. Consistency with Land Use Code/Zoning Requirements

A. General provisions of the Land Use Code as interpreted through the Consent Decree

This site is located within an R-1.8 zoning district. As such, LUC 20.10.440, Services chart (as amended by Ordinance No. 5615) permits Temporary Encampments subject to permit approval. The applicant has filed for the permit necessary to process a request to locate a Temporary Encampment at TBT. The following tables summarize the Land Use Code requirements, as clarified and interpreted by the Consent Decree, applicable to the proposal, and the proposal's compliance with those requirements.

B. Encampment Management Responsibility Plan (LUC 20.30U.121)

(Please note that the table below summarizes the requirements of the LUC/Consent Decree. In the event of any conflict between the summary of the requirements provided below and the text of the LUC/Consent Decree, or in the event the summary below is incomplete, the LUC/Consent Decree prevails).

Category	LUC Requirements	Applicant's Response	Compliance with LUC/Consent Decree
Security Measures LUC 20.30U.121.A.1	1. Description of security measures; 2. Code of conduct; 3. Neighborhood security patrols; 4. Background checks for outstanding warrant or sex offender status; 5. How residents may be ejected	1. Provided 2. Provided 3. Provided 4. Provided 5. Provided	1. Yes 2. Yes 3. Yes 4. Yes(3) 5. Yes
Liability and Management Agreements	1. Liability/Insurance documentation	1. Provided 2. Liability agreement	1. Yes. Staff has obtained a copy of TBT's current insurance policy which is

3 See Section VII.7 to note Bellevue Police Department's (BPD) protocol for newcomer warrant checks.

LUC 20.30U.121.A.2	2. Liability agreement between Encampment Host, Encampment Sponsor or Encampment Manager.	between TBT and SHARE/WHEEL submitted with application.	located in project file. 2. Yes. Copy of liability agreement provided with application submittal.
Transportation Plan LUC 20.30U.121.A.4	Documentation of closest bus stop	Provided	Yes
Site Plan LUC 20.30U.121.A.5	Required for overview of camp layout	Provided—Date stamped by the Building Department June 7, 2016.	Yes. Attachment E is the site plan on which the Director's decision is based
Street Address LUC 20.30U.121.A.6	Address of host facility	Provided	Yes. Pursuant to Para. 3.2 of the Consent Decree, no hardship exception is necessary. TBT's address is considered the permanent address for purposes of compliance with the LUC.

C. Applicable Procedures (LUC 20.30U.122)

Category	LUC Requirements (LUC 20.30U.122)	Applicant's Response	Compliance with LUC
Public Meeting LUC 20.30U.122.A	Required prior to permit issuance	Meeting held at TBT on June 16, 2016	Yes
Meeting w/Bellevue Police (Meet and Confer) LUC 20.30U.122.A	See Section VI for discussion of meetings and comment and Section VII.7 for Police Comments	Meeting held on June 10, 2016, between TBT, TC4 and BPD with Development Services Department (DSD) Land Use and a neighborhood representative in attendance. **(4)**	Yes
Meet with schools and known daycares (1) LUC 20.30U.122.B	See Section VI for discussion of meetings and comments	Various phone calls/ meetings held. See email dated June 17, 2016, for daycare notes and comments in project file.	Yes
Mailed Notice to owners w/in 600 feet LUC 20.30U.122.B	Send public notice of meetings to real property within 600 feet of site	City fulfilled public notice which took place May 26, 2016	Yes
Signs Posted LUC 20.30U.122.C	One required sign per street frontage	City installed required sign with contracted third party	Yes

(1) See Attachment F for map of known schools and daycares within 600 feet of the TBT

D. Temporary Encampment Use Requirements (LUC 20.30U.125). TBT's application included requests for hardship exceptions to the ordinance. Hardship exceptions and compliance with the LUC and Consent Decree are documented as referenced below with related conditions.

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4 BPD arranged a previous Meet and Confer Meeting on May 31, 2016, with TBT and TC4.

Category	LUC Requirements (LUC 20.30U.125)	Applicant's Response	Compliance with LUC
Code of Conduct **LUC 20.30U.125 2.a through j**	1. Prohibited Items or Activities: Illegal Substances Alcohol Weapons(knives 3.5 inches or larger) Violence Open flames Trespassing on private property Loitering in adjacent neighborhood 2. Neighborhood trash patrol every other day	1. Code of Conduct provided to address all required elements and appropriately prohibits all required elements. 2. Will ***not*** have individuals conducting trash patrol in neighborhoods on required intervals	1. Yes 2. No[5]
Number of Residents **LUC 20.30U.125.A.3**	100 resident maximum allowed	100 resident maximum requested	Yes. Provided condition met to support maximum occupancy. See Section XI for related condition.
Length of Stay **LUC 20.30U.125.A.4**	60 days maximum	Hardship exception requested: Proposing 90 days	Yes. Hardship exception granted. 90 day stay granted based upon religious tenants provided by Rabbi David Lipper consistent with para. 3.3.1 of the Consent Decree. See Attachment A. See Section XI for related condition.
Location Frequency **LUC 20.30U.125.A.5**	Once every 18 months	Previous encampment at this location—May 30, 2014, with departure on August 28, 2014.	Yes. No other camps previously sited at TBT within last 18 months. Any future application to host encampment at this site will be subject to restriction based on last date of encampment occupancy and para.3.4 of the consent Decree.
Transportation Plan **LUC 20.30U.125.A.6**	1. Within ½ mile radius to bus stop 2. After hours transport	1. There are several bus stops on both 148th and 156th Avenues NE within ¼ mile radius. 2. Metro has several buses that operate on these roadways that operate during business and evening hours. Volunteer drivers and taxis also available.	1. Yes 2. Yes See Section VII for further discussion.
Parking **LUC 20.30U.125.A.7**	Unspecified	Four parking stalls shall be available to TC4 operators which have been designated in the center of the loop within	Yes

5 During the public meeting, neighbors requested that TC4 cease their litter patrols while staying at TBT. TC4 and TBT will honor this request and cease litter patrols while deployed at this location. This is a similar request made by Lake Hills Montessori School and Penny's Early Education Center which is new to the area. The Director supports this modest departure from the applicable LUC requirements to respond to feedback from the neighbors related to safety and privacy concerns. See Section IV, Outreach Meetings, 1.c for further discussion.

Category	LUC Requirements (LUC 20.30U.125)	Applicant's Response	Compliance with LUC
		TBT's parking lot (see site plan).	
Setbacks LUC 20.30U.125.A.8.a **Fence LUC 20.30U.125.A.8.b**	1. 50 feet as required for churches for side and rear property lines. 20 feet as required for church for front property line. 2. 6 foot sight obscuring fence required. 3. Single point of access	1. Tents fulfill 50 foot setback from side property lines and 20 feet from the front yard setback. Fence located to maximize screening. 2. Will provide 6 foot cyclone fence with a dark sight obscuring material 3. A secondary ingress/egress is required by the Fire Department to fulfill emergency egress.	1. Yes. Location of tents satisfies applicable side and front yard setbacks. See Section XI for related condition. 2. Yes 3. Yes
Children LUC 20.30U.125.A.9	No children permitted under 18 **(6)**	Help minors accessing TC4 to find alternate shelter.	Yes
Resident ID Check **LUC 20.30U.125.A.10**	1. Verifiable ID required 2. Overnight resident log	1. Will conduct ID checks to screen for outstanding warrants and sex offender rosters. 2. Rabbi David Lipper to maintain resident log.	1. Yes. Detailed in Encampment Management Plan. 2. Yes. The Director approves retention of the log by Rabbi David Lipper, a representative of the Encampment Host, pursuant to LUC 20.30U.125.A.10 and para. 3.2 of consent decree.
Health & Safety Regulations **Water Supply** **Common Container** **Non-potable water** **LUC 20.30U.125.A.11.a. i-iii**	1. Hot and cold water accessible to food and toilet facilities 2. Use of common container prohibited 3. Non-potable water labeled.	1. Hardship exception requested: Only 4 sinks to be provided with this application. Two will have both hot and cold water. Sinks located near toilets as proposed on Attachment E 2. Intends to use a common container for coffee and water per para 3.2 of the consent decree. 3. No response to this item.	1. Yes. Hardship exception not necessary. Complies with para. 3.2 of Consent Decree. See Section XI for related condition. 2. Yes. Hardship exception not necessary. Complies with para. 3.2 of Consent Decree. See Section XI for related condition. 3. Yes. See Section XI for related condition.
Sewage and Wastewater Disposal LUC 20.30U.125.A.11.b. i-ii	1. Meet sewage and wastewater disposal in accordance to code. 2. Portable toilets must comply with King County Code (KCC)—Section 8.20	1. Gray water from the shower will be connected to on-site side sewer. 2. Tent City will provide their own portable toilets for their residents that meet KCC standard.	1. Yes 2. Yes
Electrical and Lighting **LUC 20.30U.125.A.11.c**	1. Electrical must meet City standards. 2. Lighting equipment must meet City standards.	1. Tent City will obtain an electrical permit from the City to install a temporary electrical panel per IBC. 2. Lighting to meet req. of LUC 20.20.522.	1. Yes. Compliance with standard demonstrated by securing permit. See Section XI for related

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6 Homeless children in distress are permitted one night's stay temporarily until human services are found to specifically meet their needs.

Category	LUC Requirements (LUC 20.30U.125)	Applicant's Response	Compliance with LUC
			condition. 2. Yes
Hand Washing and Bathing **Sinks** **Showerhead** **Waste containers** **LUC 20.30U.125.A.11.d. i-vi**	1. Sinks: 1:15 people, 2 adjacent to toilet, 1 next to food prep area and cleaned daily. 2. Showerhead: 1:40 people, shower must have floor drains, cleaned daily. 3. Waste containers: cleanable and nonabsorbent.	1. Hardship exception requested: Proposing 4 sinks/100 residents. 2. Hardship exception requested: Proposing 1 showerhead/100 residents. 3. Waste containers are cleanable and nonabsorbent.	1. Yes. Complies with para. 3.2 of Consent Decree. Refer to Section XI for related condition. 2. Yes. Complies with para. 3.3.3.1 of Consent Decree. See Section XI for related condition and list of other publicly available showers. See resource guide from Human Services in Attachment I. 3. Yes.
Toilets **LUC 20.30U.125.A.11.e. i-ii**	1. 1:15 toilets per person	1. Hardship exception requested to provide 4 portable toilets/100 residents.	1. Yes. Complies with para 3.3.4 of Consent Decree. See Section XI for related condition.
Toilets (cont.)	2. Cleaned daily	2. Proposed cleaning 3 times a week by professional service. Daily surface cleaning on days when not professionally cleaned.	2. Yes. Complies with para 3.3.4 of Consent Decree. See Section XI for related condition.
Cooking and Food Handling **LUC 20.30U.125.A.11.f. i-v**	1. Common areas: enclosed and separate from sleeping areas. 2. Sink with hot and cold potable water 3. Nonabsorbent food prep area 4. Mechanical refrigeration	1. Kitchen to be located adjacent to an existing building overhang at southwest corner of building. 2. Hardship exception requested to allow compliance with 4 sinks and hand sanitizer (page 7) 3. TC4 has nonabsorbent food prep area 4. Hardship exception requested to allow use of ice chests rather than mechanical refrigeration	1. Yes. Kitchen is separate from sleeping areas, and enclosed. 2. Yes. Complies with para. 3.2 of Consent Decree. See Section XI for related condition. 3. Yes 4. Yes. As conditioned in Section XI, complies with para. 3.3.5 of Consent Decree. See Section XI for related condition.
Maintenance of Bedding **LUC 20.30U.125.A.11.g**	Bedding must be maintained in a clean and sanitary condition.	Blankets are cleaned weekly by a professional service hired by SHARE/WHEEL.	Yes
Refuse **LUC**	1. Comply with sanitation code 2. Prevent rodent harborage	1. Will provide required number of trash cans.	1. Yes 2. Yes

Category	LUC Requirements (LUC 20.30U.125)	Applicant's Response	Compliance with LUC
20.30U.125.A.11.h. i-vi	3. Storage in secure, impervious and cleanable containers 4. Provide stand for refuse 5. Locate 100 feet from tent areas 6. Empty regularly	2. Trash taken to dumpster everyday. 3. 6 yard dumpster emptied twice a week. 4. Not providing a stand for trash cans. 5. Locating 100' 6. Emptied regularly	3. Yes 4. Yes. Complies with para. 3.2 of Consent Decree. See Section XI for related condition. 5. Yes 6. Yes
Insect and Rodent Control **LUC 20.30U.125.A.11.i**	Take measures to control insects and rodents.	TC4 will manage refuse as described above	Yes. No specific measures are anticipated, absent a rodent or insect condition during term of encampment
Disease Prevention and Control LUC 20.30U.125.A.11.j. i-iii **Disease Prevention and Control (cont)**	1. Report to Seattle & King County Health certain known or suspected communicable diseases 2. Report following immediately to Seattle & King County Health: ▪ Suspected food poisoning ▪ Unusual prevalence of fever, diarrhea, sore throat, vomiting or jaundice ▪ Productive cough or weight loss is prominent among residents 3. Individual with communicable disease cannot prepare or serve food.	1. TC4 proposes to follow requirements applicable to schools and daycares, as outlined in WAC 246-101-415 and 246-101-420. 2. TC4 proposes to follow requirements applicable to schools and daycares, as outlined in WAC 246-101-415 and 246-101-420. See Attachment G for State requirements. TC4 also proposes to follow the Recommended Shelter Standards. See Attachment H for State regulations. 3. No individual will serve food in compliance with standards above.	1. Yes. Complies with Section 3.2 of Consent Decree. 2. Yes. As conditioned in Section XI, complies with para. 3.2 of Consent Decree. See Attachments G and H for guidelines. 3. Yes
Exterior Lighting **LUC 20.30U.125.A.12**	1. Directed on site 2. No blinking, high intensity 3. Appropriate scale.	1. Use of existing lighting at TBT's site. 2. Use of household lighting standard for security tent near entry of encampment for night time use. 3. Existing parking lot lighting and additional night lighting as required by the Fire Department.	1. Yes 2. Yes 3. Yes, See Section XI for related condition.

VI. Public Comments

Email Correspondence: To date, staff has received 34 emails and one letter regarding this proposal. The emails highlight the topics noted below:

1. Security Plan and Newcomer Warrant Screening: There were questions regarding TC4's submitted security plan and how security checks are handled.

   Response: Staff responded to these questions by stating that BPD is the primary reviewer of TC4's security plan. Once BPD evaluates the plan, they make recommendations to DSD for implementation. Staff also encouraged individuals to

attend the June 16th, public meeting to hear BPD's findings regarding TC4. For further discussion of these findings, see Sections VI.2.a and VII.7.

2. Limitation of Stay at TBT: A few emails requested that the City limit the length of stay of TC4.

   Response: Staff explained that the City issued its Temporary Encampment Ordinance with a 60 day limit of stay. However, the City was taken to federal court to appeal the limitation of stay, amongst other regulations. The City is subject to a Consent Decree that was issued January 16, 2006. This Decree is in effect for 10 years but was recently extended one year, and is now set to expire in January 2017. If TC4 fulfills the requirements of the Decree, then the City must allow the encampment for 90 days. To obtain the extra 30 days, the encampment host is required to provide a religious justification for providing shelter to the homeless. All previous hosts have fulfilled this requirement with their religious precepts. Staff has reviewed the religious precepts as submitted by Rabbi Lipper and approves the extra 30 days as consistent with the terms of the Consent Decree.

3. Fencing: An adjacent property owner requested that TBT install a chain link fence, equivalent to the one they constructed previously when they previously hosted TC4.

   Response: Typically chain link fencing has been provided in the past by TC4 along with the required sight obscuring material. However, a chain link fence is not a requirement of the LUC which only requires that the fence be six feet in height and sight obscuring. TBT will provide the same chain link fence as previously used in its previous deployments with a sight obscuring material.

4. TC4 Code of Conduct: Staff has received emails from commenters questioning TC4's adherence to its required Code of Conduct. The emails point to events that have occurred in the media, prohibition from calling 911, etc. The neighbors have questioned the validity of the Code of Conduct and its ability to provide protections to surrounding residential uses.

   Response: BPD has spent considerable staff time and resources to research TC4's previous 2014 deployment at TBT and other locations outside of Bellevue. Its investigative analysis of TC4 is based upon reports from adjacent police agencies, actual discussions/meetings with law enforcement members where TC4 has previously stayed, meetings with concerned citizens, etc. See Sections VI.2.A and VII.7 for further BPD discussion and conclusions on the matter of TC4's Code of Conduct.

   Under the terms of the Land Use Code as interpreted by the Consent Decree, it is the Encampment Host who is responsible for enforcing the Code of Conduct. In this case, TBT will be responsible for ensuring that TC4 follows its stated Code of Conduct. If the Code of Conduct is broken while TC4 is located on TBT's premise, the Director of Development Services has the ability to revoke TBT's temporary encampment permit. See Section XI for related conditions.

Letter Correspondence: Comments 1 through 7 below were received via letter from a Hillaire neighborhood representative and have been set forth fully below. The City and TBT reviewed and responded to this letter during its required Meet and Confer Meeting held June 10, 2016. See requests below with City response:

1. **Recurrent warrant checks at some reasonable interval**. This means that after a certain time interval has passed, an encampment moving back into the city must check *all* residents, including those moving over from previous encampments, for outstanding warrants and sex offender status. This is a feature of the ordinances of two neighboring cities. It is necessary here also in order to keep the commitments made to neighbors in the last 10 years that encampment operators would not allow persons to be resident with outstanding warrants. Some have resided in these encampments for years, and have committed crimes while resident that result in warrants. But since they are only checked at original entry into the camp or re-entry after being gone, these warrants obtained later are not necessarily dealt with. And some residents have been in there for years. Our documentation shows residents have been present in camps while committing criminal acts, and with warrants, repeatedly over numerous encampments. Their personnel, policies and procedures do not prevent it. In fact, we have seen cases where it is the very leaders of the encampment who turn out to have active outstanding warrants. It is not very believable that those hiding or oblivious to their own warrants are going to be diligent about tracking this in others and taking action. The reasons they have offered for declining to do these recurrent checks have been researched and debunked by neighbors. Now they suggest that they can just stop making this commitment to keep people with warrants out, and then the problem is solved. That is a bait and switch tactic that I hope will not be allowed by the city. They also suggest that warrants don't matter if they are not for "violent" offenses. This would be a serious degradation of what we were promised. A camp leader during the last stay here had an outstanding felony warrant for burglary. We obtained the court records and discovered this was part of a pattern also involving other former camp residents, and involving as victims elderly people. Neighbors have a problem with the idea that that should be acceptable directly adjacent to their homes and families. They would like this permit to require warrant and sex offender checks on *all* those moving into this camp. This is especially necessary since they did not do this in the previous encampment, even though it was supposedly required, and they will be moving here from an unsanctioned camp with no host present, and where no normal government processes have been followed.

   Response: See Section VII.7 for BPD discussion.

2. **Limit the number of residents for this coming encampment to 60**. The coming encampment was recently in the City of Sammamish, where the permit conditions limited the number of residents to 52, even though their ordinance, like ours allows a maximum of 100 in general. This condition was put in because of the serious drug problems within the encampment the last time it was in that city. The last time this encampment was in Bellevue, those drug problems were supposedly resolved, but in fact were still present. Indications of that included, but were not confined to, a drug overdose death. More problematically, the response to that death from SHARE and encampment leaders was to attempt to impede the police investigation and keep host personnel from finding out the circumstance of the death. This broke another of their commitments, to cooperate fully with police investigations. There has been a history of serious drug issues coming up in encampments managed by the personnel operating this one, sometimes with the feature that camp leaders are directly involved in the drug dealing or protecting it. The City of Sammamish, with the cooperation of the church host, decided to limit the numbers of the last encampment in order to provide a better opportunity to address the problem effectively. It seemed logical to them that it would be easier to effect change, manage more successfully, and conduct effective oversight with somewhat smaller numbers. The actual numbers were under 40 at the beginning of that

stay, and stayed there during. The numbers as of move out last weekend were under 30. Reports are that many things went better with the reduced numbers. We think Bellevue should similarly limit the numbers for the permit now being considered.

Response: See Section V.D, Number of Residents above for LUC response. However, the encampment host may at any time, determine that the number may be reduced depending upon outcomes of the weekly compliance meetings but in no event may the resident population exceed 100.

3. **Neutral or objective entity holding the list of residents** One of the issues that came to the fore during the police investigation of the drug overdose death during the last Bellevue encampment, was that the list of residents is closely held by the camp operator & managers, and they initially refused to provide it to police, even to help identify the deceased. The previous compromise solution on this issue, that Temple personnel have a copy of the list, was not helpful, as they weren't present or available to produce it when needed. There was also an issue when neighbors obtained through public disclosure a list of the names of what informants said were 7 drug dealers within the previous encampment, only one of whom had been arrested. Neighbors ask Bellevue Police to contact the host and ascertain whether any of them remained in the camp here in Bellevue. Instead of accessing the roster that they had to attempt to check that, the host liaison simply ask the camp operator's main contact, took his word for the fact they were gone, and that information got passed back to us. So in a case where the list should have been accessed to verify information from a biased party, it was not. The extreme secrecy around this list, and distrust of Bellevue personnel is not warranted. We are not asking that it be made public, as our names have been in order to provide the required notification of the permit. We just want it available when needed to those with the responsibility to respond to issues of public safety.

   Response: Rabbi Lipper is the designated individual who will hold the encampment resident list as noted above in Section V.D, Resident ID check. Additionally, the Rabbi has agreed to 24/7 availability to provide access to BPD in furtherance of an investigation.

4. **Presence of a neighborhood representative at meeting(s) where safety and security decisions are made.** The original ordinance requires a meeting between host and police, and mentions no other meetings or participants. In practice however, the meeting with the host has taken place first, and then another meeting is held later with the host, the camp operator and management, and planning department personnel. This meeting takes place well before the required public meeting where neighbors have a chance, albeit limited, for input. The practice has been that all the permit decisions we might wish to impact are made *before* the meeting we can attend, most of them at the final "security or safety meeting". Since decisions have all been made before the only meeting we attend, we are just informed of them. *To our knowledge, no decision we tracked has ever changed after the required public meeting.* We have asked in the past to be allowed to send a representative to the final security or safety meeting to represent our interests as important stakeholders. The ordinance doesn't mention this second meeting at all, and the encampment operator and management are not mentioned as permissible attendees for the meeting that is mentioned. Yet this meeting happens and they do attend. We extrapolate from that that the ordinance would also permit our attendance at the decisive meeting. We have just recently been told that we could send a representative, but said person would be a "silent witness" and not allowed to say anything. The camp operator and management are not required to be silent

witnesses. We do not think it fair to treat our rights of representation differently. This is especially important in view of the fact that we have often been told that decisions that have been made were driven by the prerogative of the camp operator, who has sometimes been allowed virtual veto power over decisions involving public health and safety.

Response: A neighborhood representative was invited to, and attended the meet and confer meeting held between TBT, TC4, BPD, and a DSD Land Use on June 10, 2016.

6. **Define and control loitering in the neighborhood, most specifically to stop problems happening in Hillaire Park and other neighborhood open spaces.** The original ordinance included provisions that there would be no trespassing onto private property, and no loitering in the neighborhood. Our research shows that loitering by definition can only happen on public property. Over the years, this provision has gone largely unenforced. And the problems taking place in public spaces have increased steadily. During the last stay things got really problematic, especially in our little neighborhood park. The park ends up getting used for many of the things supposedly not allowed in the encampment itself. They were told not to smoke their weed on Temple Grounds, so they did that in the park and other open spaces. There was prostitution going on in the park on more than one occasion during the last stay. There have been issues with human feces in the park, and peeing on adjacent buildings. Neighbors have found liquor bottles, condoms, etc. Neighbors have heard loud voices from the park and public sidewalks late at night. Neighbors have found liquor bottles in their mailboxes, a bag of drugs thrown over their fence and a backpack full of others' mail hidden in their woodpile. Neighbors have come out in the morning to find someone sleeping on their lawn. Neighbors have gone to the park to find all benches and tables occupied with groups of TC4 residents and their friends, including people banned from the encampment who come to the park to meet up with those still in it. Quarrels have broken out including threats and profanity. This has resulted in neighbors not feeling they can have their children in the park. This needs to be controlled. The Temple has finally responded by offering to make the park off limits during this upcoming stay. We don't know how they plan to enforce that, and are concerned it will prove to be poorly enforced. We can imagine other solutions, including allowing them some use of the park while monitored to insure things don't get out of hand.

   Response: See Section VII.7 for BPD discussion.

7. **An end to the "Trash or Litter Patrols" through the neighborhood by TC4 residents.** We never had a noticeable litter problem in the neighborhood before TC4 started locating here 10 years ago, and we still don't between encampments. Neighbors have always picked up trash themselves. This idea was introduced in the ordinance by someone other than the neighbors. Neighbors have not found this helpful, and in fact have sometimes had issues with odd behavior by litter patrol members. So we asked in the last few years that they be discontinued, and were surprise to get serious push back on this request. They described it as an additional crime watch we should be grateful for, and claimed they could head off problems on our properties, like seeing someone doing something suspicious on our properties and calling police. When ask how they would know who does and doesn't belong on our properties, they had no answer. We have since heard from former residents and camp volunteers that the real purpose of the patrols is more about finding and neutralizing evidence of problems in the neighborhood connected to camp residents. The Temple has offered in their permit application to honor this request, and we hope that will be allowed to happen.

Response: This request was heard by TBT and TC4 representatives. No litter patrols will be conducted by TC4 residents. This represents a minor departure from the LUC requirements to respond to feedback from neighbors related to safety and privacy concerns.

8. **A requirement for more effective oversight by the Temple, and consequences for lapses in oversight.** In the past, oversight has been left up to the encampment operators and managers, with poor results. This encampment is only possible because it is the Temple's project, and their permit. They have chosen to deal with a particular camp operator. There are numerous publically available facts about this operator that call their competence and motivations into question. Under the circumstances, the City needs to require that the Temple take a much more active role in management oversight to assure compliance with conditions and commitments. It is not enough to suggest we trust the operator because the Temple does. If and when there are problems the city either needs to insist that they are quickly and substantively addressed and/ or apply consequences if they are not. To do otherwise perpetuates lax behavior and continuing problems, and is harmful to both the larger community and the residents of these encampments

   Response: Under the terms of the LUC as interpreted by the Consent Decree, the Encampment Host (TBT) is responsible for enforcing the Encampment Code of Conduct. If the Code is not enforced, the Encampment Permit may be revoked by the City. To proactively meet this obligation, TBT plans to conduct weekly compliance meetings with assigned TC4 management. The purpose of these meetings is to establish TBT accountability for the TC4 deployment. As an aside, there has been a management change at TBT. The previous Rabbi (Rabbi Mirel) retired June 2014. Rabbi Lipper is the newly installed Rabbi for TBT. The City supports this new direction and requirement for weekly compliance meetings with TC4 management. See Section XI for related condition.

Outreach Meetings

1. Daycares/Preschools: There are five daycare/schools within 600 feet of this site: Ark at Cross of Christ Daycare, Penny's Early Education Center (new to area), Lake Hills Montessori, Jewish Day School (JDS), and TBT's Solomike Early Childhood Center (SECC). All were contacted regarding TC4 deployment to TBT. Meetings/phone calls were held with all administrators. Here are the responses by each provider:

   a. The administrator at the Ark daycare was happy to hear that TBT would be hosting TC4 again this summer. She had no questions or concerns. Her only request was that TBT re-confirm with TC4 that its residents not use the wooded area on their Church grounds for any reason during their stay at TBT, as their kids sometimes take "nature walks" in that area. TBT will relay this request to TC4 for dissemination to its residents.
   b. The administrators of Penny's Early Education had concerns about the following:

      - Sex offenders and peeping toms
      - TC4 residents loitering in the Hillaire Park effectively precludes neighborhood use of the park
      - Residents roaming the neighborhood intoxicated
      - Residents near their daycare during pick up and drop off activities

The administrators request that TBT and TC4 avoid the above conditions.

c. The administrator from Lake Hills Montessori requested that TC4 not conduct its litter patrols, that she supports the letter noted from their neighborhood representative as noted above and that a six foot sight screening fence be installed for this deployment.
d. TBT met with JDS management to discuss TC4. Two requests were made to TBT: proactive communication occur to JDS for any event that may arise with the deployment. The second request pertained to BPD and its work with TC4 residents. JDS requests that BPD confine itself to TBT property, not JDS property if they have paper work or issues that arise from TC4. This has been relayed to BPD management who will relay this to their officers. Outside of that, JDS will be closed during most of the timeframe that TC4 will be at TBT. They did not have any issues.
e. TBT's SECC reviewed the FAQ's provided by TBT's administration. They did not have further questions about the upcoming deployment.

2. City Public Meeting: In addition to the above outreach meetings, the LUC requires the City to hold a public meeting on this proposal. This meeting was held June 16, 2016, with public notice occurring within 600 feet of this site. There were approximately 50 individuals who attended this meeting from the adjacent neighborhood, TBT congregation, and TC4 representatives. See the project file for those who signed the sign-in sheet (Note: not all who attended the meeting signed the attendance sheet). Representatives from DSD and BPD conducted the meeting. The following is an overview of comments/requests made:

a. **Bellevue Police Department:** BPD reported the results of the Meet and Confer Meeting that took place earlier on June 10, 2016, between TC4, TBT and BPD.

City Response: In 2014, TBT/TC4 agreed to allow North East King County Regional Public Safety Communication Agency (NORCOM) to take over the newcomer checks. This will continue for this deployment. NORCOM will directly dispatch a BPD officer to the encampment if a warrant is found during this check. DSD has evaluated BPD's response and will now require that BPD conduct the warrant/sex offender checks.

In light of the above, BPD will have additional patrols in the area during the scheduled stay with vehicle drive-bys and visits to the encampment and area by Bicycle Unit officers and Patrol officers. The Crossroads Police Center will be an additional resource for the area as well. See Section VII.7 for additional BPD discussion.

b. **TC4 Overview**: TC4 discussed the origins of TC3 and TC4 to provide an overview of how the encampment came into existence and why they are necessary. They also discussed how the encampment is operated and the accountability of its residents when living in TC4.

City Response: The TC4 Code of Conduct was a source of much discussion—particularly after BPD went over the investigative results of its Meet and Confer Memo. In the last few years, it is apparent that TC4 enforcement of its Code of Conduct has not been consistent as documented by evidence gathered by BPD. Adjacent neighbors voiced their concerns regarding these reports. BPD reiterated their procedures for the upcoming TC4 visit to TBT. See Section VII.7 for further discussion of these procedures. In sum, the City has heard the neighborhood concerns and has adjusted its decision to require the Encampment Host to become an active participant in ensuring that the Code of Conduct is enforced while TC4 is on their premises. Failure to enforce and adhere to the submitted Code of Conduct could result in permit revocation. See Section XI for related conditions.

e. **Security Plan/Operational Procedures:** During the public meeting, staff received comments regarding the security plan/operational procedures of TC4.

City Response: BPD's response to the security questions is the same as noted above under email correspondence. See above for security discussion and Section VII.7 below from BPD.

f. **Hardship Response (60 vs. 90 days):** A question was raised during the public meeting regarding the 60 day requirement and how does a religious entity gain the additional 30 days.

City Response: LUC 20.30U.125.A.4 limits the number of days of an encampment to 60 days. However, the Consent Decree (C-05-1921-JCC) supersedes this ordinance by allowing an additional 30 days for a total of 90 days stay if the following is provided:

> *A bona-fide and sincere statement by the religious leader or representative of the Host….that a 60 day limit would substantially burden of religion by violating specified tenets of its religious belief related to sheltering the homeless or assisting the poor.*

Staff has reviewed the religious tenets provided by Rabbi Lipper dated April 26, 2016, and determined that he has provided a sincere request for an additional 30 days according to the Consent Decree. As such, the Director of Development Services approves the Rabbi's request so that TC4 may be deployed at this location for 90 days.

g. **Contact with TBT Administration:** A question was raised regarding weekly neighborhood meetings with TBT staff during TC4's deployment so that concerns/comments can be addressed.

City Response: TBT has designated a volunteer as a point of contact with its previous deployments. However, Rabbi Lipper has volunteered to be the formal TBT contact for the 2016 deployment. His contact information was provided at the Meet and Confer meeting that was attended by the neighborhood representative. TBT will send out a letter to all neighbors within 600 feet upon TC4's deployment with all appropriate contact information and post on site all pertinent mobile and email information. <u>See Section XI for related condition</u>.

VII. City Department Analysis

1. Transportation Department

LUC 20.30U.121.A.4 requires an encampment sponsor to submit a transportation plan demonstrating compliance with LUC 20.30U.125.A.6, which includes the following two issues:

- "A Temporary Encampment shall be within one half mile of a public transportation stop…." The proposed location is within one quarter mile of northbound and southbound Metro bus stops on 148th and 156th Avenues NE so this condition is satisfied.
- "During hours when public transportation is not available, the encampment host, encampment sponsor, or encampment manager shall also make transportation available to anyone who is rejected from or ordered to leave the Temporary Encampment." Transportation will be provided via volunteer drivers or taxis to the downtown Bellevue Transit Center at 108th Avenue NE and NE 6th Street when people

are rejected from the encampment when Metro buses are not available on 148th and 156th Avenues NE. Bus schedules and phone numbers for volunteer drivers and taxis will be posted in the encampment's security tent.

See Section XI for related condition.

2. **Human Services Division**

The Human Services Division has created a Resource Information Booklet which will be given to all TC4 residents upon arrival to the TBT. The booklet contains listings of food banks and local stores in the North Bellevue subarea. This booklet also contains information regarding alternate locations where residents may shower in addition to the one on-site shower that TC4 proposes. See Attachment J for copy of the resource guide. See Section XI for related condition.

3. **Fire Department**

a. Fire extinguishers are required. Individual locations of each extinguisher within the encampment will be verified during required field inspection by fire inspector.
b. Provide adequate egress illumination.
c. Keep tents five feet west of the concrete walk on the west side of the building. This will provide a walkway for persons who exit the doors on this side of the building.
d. Required fire inspection prior to occupancy

See Section XI for related conditions.

4. **Building Department**

The Building Department has reviewed this proposal and determined that a plumbing permit is not required for this project as potable water is available on this site. However, an electrical permit is required to power the water heater for TC4's shower unit. See Section XI for related condition.

5. **Utilities Department**

The Utilities Department has approved this proposal. No Utilities permit is required. However, sewer maintenance staff must witness connection to the existing side sewer for disposal of grey water from the shower. Contact Dave Dickson at (425) 452-4359 to set up a time for him to look at the sewer connection.

6. **Clearing and Grading Division**

The clearing and grading division has reviewed this proposal and requires soil restoration after removal of this encampment. Covering the grass with the camp structures will likely result in killing the vegetating which is included under the definition of Clearing. A clearing & grading permit is required for all projects that result in more than 1,000 square feet of clearing. Exception to this requirement has been granted. The exception is limited to the efforts necessary to remove the camp and restore the site to its pre-encampment condition. See Section XI for related conditions.

7. **Bellevue Police Department**

On June 10, 2016, the Bellevue Police Department (BPD) held its required Meet and Confer meeting with TBT representatives and TC4 staff to review the Encampment Management Responsibility Plan. BPD has held additional meetings with TBT and conducted many hours of investigation on this proposal by coordinating with adjacent law enforcement agencies and research of on-going allegations regarding the operations of TC4 as noted within its Meet and Confer memo. The results of BPD's efforts have culminated in the recommendations below to the Development Services Department.

BPD Recommendations to Development Services

BPD in its memo dated June 16, 2016, conducted a substantial investigation of TC4 in light of recent law enforcement cases arising from TC4's stay in adjacent jurisdictions. See full memo with investigative findings in the project file. Because of these findings, the Director of Land Use implemented modifications to the previous "Conditions of Approval" used from previous deployments. The changes are related to Public Safety were modified as follows:

The TC4 internal/site security plan includes the following:

- Screening of all newcomers for warrants and sex offender status.
- A two-person, 24/7 security patrol. They wear orange vests during the patrols and they are specifically responsible for maintaining peace and harmony within the camp. As was the practice during prior stays in Bellevue, they shall call BPD whenever the following situations occur:
    - A crime is occurring
    - A physical or verbal disturbance is occurring
    - An unwanted person is refusing to leave the premises
    - A subject is present who has an outstanding warrant for his/her arrest; a subject is present who is required to register as a sex offender; and/or a subject is present who is a respondent to an Order for Protection, Anti-Harassment Order, or a No-Contact Order.
- The staff at TBT will assist the residents with adhering to the Code of Conduct and an open channel of communication will continue with the staff at BPD. The TBT staff will promptly notify BPD of any suspected crimes that have occurred.
- TC4 has agreed to attend weekly compliance meetings with the staff at TBT. The meetings will ensure that the internal governance measures and Code of Conduct are being adhered to and enforced by the camp advisors and the executive committee (EC). TBT staff will ensure that the newcomer warrant and registered sex offender screenings are taking place and will ensure that the resident log is accurate and up-to-date. TBT will inform BPD of any issues arising with regard to the governance of the camp. Emergency life/safety issues shall prompt a call to 911 by EC staff, TBT staff, or both. See Section XI for related condition.

- Rabbi Lipper has agreed to be the 24-hour point of contact for neighbors for nuisance-type complaints that don't rise to the level of requiring police intervention. He agreed to be responsible for logging the complaint(s) and following up with the complainant as to the disposition of the complaint(s). He has also agreed to keep a copy of the current roster/log of all TC4 residents to be accessed by public safety officials in the event of an emergency.

- TC4 has agreed to make an admonition on behalf of SHARE/WHEEL to all present and future EC staff members that *"TC4's policy requires full cooperation with public safety officials during a declared investigation or emergency event. Failure to comply could result in criminal charges for hindering an investigation."* This warning shall be prominently posted in the security tent. See Section XI for related condition.

- TC4 has agreed to make an admonition on behalf of SHARE/WHEEL to all present and future EC staff members that *"they must cooperate fully with public safety officials in all calls to the camp that involve weapons, violence, a threat of violence, or domestic violence."* This warning shall be prominently posted in the security tent. See Section XI for related condition.

- TC4 has instituted a policy of rescreening (for warrants and registered sex offender status) TC4 residents that have been away from the camp for a period of 72 hours or longer. They have agreed to continue this practice during the Bellevue encampment. See Section XI for related condition.

- A request was made of TC4 staff to have all residents of the encampment checked for warrants and registered sex offender status upon moving into the TBT site. This request was made to help establish credibility and legitimacy in the governance of the camp.[7] TC4 staff have declined to voluntarily submit to a camp-wide warrant screening and the City of Bellevue cannot legally require a camp-wide screening under current law. The new leadership at TBT has responded to neighborhood concerns by taking a more proactive role in ensuring that TC4 follows its stated Code of Conduct.

- TBT will provide the location/facility for regular visits from essential service providers such as employment skills/placement counseling, addiction counseling, mental health treatment, housing placement, and case management. The convenient location of such services can help residents maintain their progress on the path out of homelessness while still allowing them to fulfill their duties and responsibilities as a resident of TC4. *TC4 management shall not prohibit TC4 residents from establishing regular visits with provider even if this may interfere with encampment duties. Substitutions for resident duties shall be found to ensure equal access to these essential services.* See Section XI for related condition.

Deployment of police resources

The Bellevue Police Department will continue its practice of monitoring activities and responding quickly to any issues that require attention at TBT during the encampment deployment. The site

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7 There have been documented incidents during the Bellevue encampment in 2014 and the Sammamish encampment in 2016 where a member of the EC staff had outstanding warrants. This called into question the reliability of the newcomer warrant check process and new safeguards have been put in place to avoid this documented problem in the future.

is located within police district 4 and there is always at least one officer assigned to the immediate area (when shifts overlap, more officers are working that district at the same time). BPD maintains a police substation that is located on the east perimeter of Crossroads Mall. That station is manned by Officer Craig Hanaumi (Monday through Thursday). The station is also used by many other officers on a daily basis for having lunch, meeting with citizens, and writing up crime reports. The presence of officers there gives us the ability to quickly respond to any situation at TC4 or the surrounding neighborhood.

- All District 4 officers will be required to patrol TC4 and the surrounding neighborhoods during their discretionary time (that time period when they are not actively responding to calls or investigating crimes).

- There will be a law enforcement log-book for officers to sign at the TC4 security office. This will be checked by supervisors to make sure that regular checks are being made.

- Officer Craig Hanaumi will be available to handle TC4-related matters and he will be assisted by district officers. All calls and case reports that are related to the encampment will be flagged as such and will be transmitted to Major Kleinknecht and Lt. Forbush. Sector Captain Marcia Harnden will also be advised of all activity. They will review all such calls and ensure that trends are identified and matters are swiftly addressed.

- BPD will regularly deploy the five person Bicycle Patrol Team to the encampment, nearby parks and schools, retail outlets, and adjoining neighborhoods. The team works Wednesday-Saturday. The have excellent ability to cover large areas of ground quickly, to include school campuses and trails. They will also be directed to engage with residents of the camp, TBT, and the neighborhood to enhance the quality of life for all during the camp deployment.

- In the event of a serious law enforcement incident at TC4 or the surrounding neighborhood, BPD has the ability to respond in full force with multiple officers. If the situation is dire, we can get immediate back-up from our Mutual Aid partners.

A vital element of the safety and security plan is timely, thorough communications with all of the partners in this endeavor: TC4 residents, SHARE, TBT staff members and congregants, the neighbors in the surrounding residences and businesses, the code compliance officials, and public safety officials. BPD cannot address those situations that are not directly observed or made known to officers. Once BPD is notified of a potential criminal situation, officers will act swiftly, respectfully, and responsibly to the matter at hand and resolve it. If the police department fails to adequately respond to a situation, the citizens, TC4 residents, and TBT staff are encouraged to notify Major Kleinknecht, Sector Captain Marcia Harnden, or Lt. Travess Forbush and they will address the matter.

The changes outlined below were made prior to the Tent City 4 (TC4) deployment in 2014 and were based upon input from neighbors and from information developed while contacting law enforcement agencies that had hosted TC4 prior to its arrival in Bellevue:

2014 Changes to the "Conditions of Approval" (These shall carry over in the 2016 deployment)

1. *That there shall be no restrictions placed on campers that call 911 to report criminal behaviors within the encampment.*

2. *That NORCOM shall be utilized instead of the King County Sheriff's Office for newcomer warrant/sex offender checks. This will allow Bellevue PD officers to get dispatched to the camp more quickly and efficiently thereby increasing the probability that the fugitive will be arrested and removed from the camp/neighborhood.*

3. *That the City has the ability to issue a "Notice of Revocation" for the encampment permit in the event that there are violations to TC4's stated Code of Conduct.*

   Another modification was related to neighborhood livability and was in response to a Temple B'nai Torah (TBT) neighbor's recent complaint to me:

4. *That TBT will have a 24 hour contact person/phone number for nuisance-type complaints that don't rise to the level of requiring police intervention. The TBT point of contact will be responsible for logging the complaint and following up with the complainant as to the disposition of the complaint.*

These changes to the Conditions of Approval were made to increase law enforcement efficiency/ public safety and to emphasize the extreme importance of adherence to the TC4 Code of Conduct by the residents. Although the police department will maintain a daily presence at TC4, that presence is transitory and cannot substitute for internal governance of the camp by the residents and the host, Temple B'nai Torah (TBT).

DSD has reviewed its memo and concurs with BPD's observations and proposed safety protocols that are necessary to address documented gaps in the Code of Conduct administration. See Section XI for related conditions of approval as amended by BPD.

VIII. State Environmental Policy Act (SEPA)

The environmental review indicates no probability of significant adverse environmental impacts occurring as a result of the proposal. Therefore, issuance of a Determination of Non-Significance (DNS) is the appropriate threshold determination under the State Environmental Policy Act (SEPA) requirements, with incorporation by reference of the *2013-2024 Transportation Facilities Plan Final Environmental Impact Statement* (TFP EIS), dated July 2013. This document is available in the Records Office at City Hall, 450 110th Avenue NE. Transportation-related impacts associated with this project are consistent with the potential projected impacts analyzed within this document.

Adverse impacts which are less than significant are subject to City Codes or Standards which are intended to mitigate those impacts. Where such impacts and regulatory items correspond, further documentation is not necessary. For other adverse impacts which are less than significant, Bellevue City Code Sec. 22.02.140 provides substantive authority to mitigate impacts disclosed through the environmental review process.

IX. Applicable Decision Criteria

Temporary Encampment: The Director may approve or approve with modifications an application for a Temporary Encampment Permit if it complies with the decision criteria of Land Use Code Section 20.30U.130. After conducting the various administrative reviews associated with this proposal, including Comprehensive plan goals and policies and the Land Use Code provisions, the following conclusions are made with regard to the Temporary Encampment decision criteria:

1. **The Temporary Encampment complies with the Use Requirements set out in LUC 20.30U.125, and other applicable requirements of this Code; and**

The Director incorporates the discussion and information in Sections V here as demonstration of the proposal's compliance with the requirements of the Code. As conditioned in Section XI, the Director finds that the requirements of the LUC as interpreted through the Consent Decree are satisfied. Litter patrols, as required by the LUC, are not required as requested by the neighborhood and identified daycares and schools.

2. **The Temporary Encampment will not be materially detrimental to the public health, safety or welfare of the Temporary Encampment residents or the surrounding community; and**

TBT has conducted a meet and confer conference with the Bellevue Police Department and met with the preschool administrators to comply with the meeting requirements for schools and daycares within 600 feet of their site. See Section VI for concerns identified by the neighborhood and area schools.

Additionally, the City has found that TBT and SHARE/WHEEL have responsibility to assure the health and safety of Temporary Encampment residents, as well as the surrounding community. TBT was required to provide proof of liability insurance in order for the temporary encampment permit to be reviewed and approved. The applicants have also proposed to undertake the following measures to proactively ensure the health and safety of its neighbors, congregants and TC4 residents:

- BPD's NORCOM shall be utilized instead of the King County Sheriff's Office for newcomer warrant/sex offender checks. This will allow Bellevue PD officers to get dispatched to the camp more quickly and efficiently; thereby, increasing the probability that the fugitive will be arrested and removed from the camp/neighborhood.
- Reporting disturbances to BPD for action along with residents found to have outstanding warrants or who are on a sex offender list.
- TC4 shall rescreen (for warrants and registered sex offender status) when TC4 residents have been away from the camp for a period of 72 hours or longer.
- TBT is responsible to enforce the Code of Conduct and to ensure that TC4 complies with the stated requirements of said Code.
- TBT will establish a 24-hour contact to address neighborhood concerns as they are emailed and/or phoned in.
- Installing a 6-foot sight obscuring fence on all sides of the encampment.
- Maintaining quiet hours as stated within the SEPA checklist.
- Following proper cleaning standards for potable water containers and toilet facilities on site.
- Obtaining an electrical permit for the necessary panel installation for the shower facility.

The conditions imposed by the City in Section XI will avoid material detriment to both the encampment residents and the adjacent neighborhood. See Section XI for related conditions.

3. **The imposition of a condition under which the City reserves the right to impose additional conditions or to reconsider the Temporary Encampment Permit within a certain timeframe from approval date, based upon complaints filed with the City.**

The City reserves the right to add additional conditions of approval on this Temporary Encampment based upon any future complaints that are received after issuance of this permit. The applicants should be aware that the approval of this encampment permit may at any time be revoked if the proposed use or its impact is at any time substantially modified or changed from the stated application. See Section XI for related conditions.

X. Decision of the Director

After conducting the various administrative reviews associated with this proposal, including applicable Land Use consistency, SEPA, City Code, Standard and Consent Decree compliance reviews, the Director of Development Services does hereby **APPROVE THE APPLICATION WITH CONDITIONS**:

XI. Conditions of Approval for Encampment Permit:

1. **Security Protocol with BPD**: BPD shall be promptly notified when a crime is occurring; a physical or verbal disturbance is occurring; an unwanted person is refusing to leave; a subject is present who has an outstanding warrant for their arrest; a subject is present who is required to register as a sex offender; and / or a subject is present who is a respondent to an Order for Protection, Anti-Harassment Order, or No Contact Order. TC4 security staff shall not prohibit or otherwise restrict campers from calling 911 to immediately report criminal behaviors within the encampment. TC4 shall rescreen (for warrants and registered sex offender status) when TC4 residents have been away from the camp for a period of 72 hours or longer.

   Authority: LUC 20.30U.121.A.1 and 20.30U.125.A.2
   Reviewer: Major Kleinknecht, (425) 452-4177 and Antoinette Pratt, (425) 452-5374

2. **Transportation Plan:** The encampment security tent shall have posted the appropriate bus schedules, the phone numbers for emergency drivers and taxis, and the location of the nearest twenty-four hour transit center to which rejected persons will be transported when Metro buses are not available on 148th and 156th Avenues NE.

   Authority: LUC 20.30u.121.A.4; LUC 20.30U.125.A.6.
   Reviewer: Molly Johnson, (425) 452-6175

3. **Maximum Number of Encampment Residents:** The maximum number of encampment residents shall be 100, based on the application materials contained in the record as of the date of this decision. See Conditions 11 and 12 below for requirements related to provision of shower facilities and additional toilets based on encampment occupancy.

   Authority: LUC 20.30U.125.A.3
   Reviewer: Antoinette Pratt, (425) 452-5374

4. **Length of Stay:** The Director has granted TC4 a 90-day encampment stay on the grounds of the TBT. The duration of the encampment is permitted to extend from July 7, 2016 to October

5, 2016. This condition does not preclude the host from reducing the length of the stay, but in no event may the encampment stay be extended.

Authority: LUC 20.30U.125.A.4; Consent Decree Para. 3.3.1
Reviewer: Antoinette Pratt, (425) 452-5374

5. **Fence Location:** The 6-foot fence shall incorporate dark, sight obscuring material to screen the entire encampment from public view. Minimum side and rear yard setbacks are 50 feet. A secondary egress to fulfill the Fire Department secondary fire exit requirement shall be constructed as shown on the submitted site plan at the south east corner of the encampment.

Authority: LUC 20.30U.125A.8.b
Reviewer: Antoinette Pratt, (425) 452-5374

6. **Maintenance of Overnight Resident Log:** TBT's management shall maintain an overnight resident log of individuals in the encampment. The resident log shall be accessible to BPD 24/7 for any investigations.

Authority: LUC 20.30U125.A.10
Reviewer: Antoinette Pratt, (425) 452-5374

7. **Water Supply and Adjacency:** The applicant shall implement the following protocol related to water supply and adjacency for at least one hot water hand wash sink to be located adjacent to food preparation facilities so long as the following is complied with:

   a. The hot water sink is located as near to the food preparation areas as the site will reasonably allow; or
   b. If the hot water sink is located farther than 100 feet from the kitchen tent, then a cold water sink shall be located within 100 feet of the kitchen tent.

Authority: LUC 20.30U.121.A.5; 20.30U.125.A.11.a.i; 20.30U.125A.11.f.i; Consent Decree Para. 3.3.6
Reviewer: Antoinette Pratt, (425) 452-5374

8. **Community Containers and Potable Water Sources:** Water and coffee containers and carafes shall be washed once weekly with bleach and hot water and only potable water sources shall be used to fill such containers. Any containers used for non-potable water shall be labeled as such.

Authority: LUC 20.30U.125A.11.a.ii; Consent Decree Para. 3.2
Reviewer: Antoinette Pratt, (425) 452-5374

9. **Electrical Permit:** An electrical permit shall be secured to install an external 220 volt outlet at the northwest corner for the shower unit located at the southeast corner of the encampment. This work shall be reviewed and approved by the Building Department prior to use.

Authority: BCC 23.30.030; LUC 20.30U.125.A.11.c
Reviewer: Lee Kranz, (425) 452-2732

10. **Number of Sinks:** In addition to the four proposed sinks, the following conditions shall be met: (1) at least one hand washing sink with hot water is located adjacent to the food

preparation area; and (2) hand sanitizer is provided at each sink location in the Temporary Encampment, in the kitchen area, and at the security tent.

Authority: LUC 20.30U.125.A.11.d.i; Consent Decree Para. 3.2
Reviewer: Antoinette Pratt, (425) 452-5374

11. **Number of Toilets:** The provision of toilets in the encampment shall comply with the requirements of LUC 20.30U.125A.11.e.i (A), provided that 1) the City of Bellevue shall identify and secure a funding source for the professional cleaning at least three times per week of each toilet required over four toilets; 2) more than five toilets shall only be required where space is available at the Encampment site without compromising the ability to house the allowed maximum number of encampment residents. Pursuant to Section 3.3.4 of the Consent Decree, additional toilets shall be required whenever the occupancy of TC4 exceeds certain thresholds for two successive City of Bellevue inspections:

- 61 to 75 – 5 toilets required
- 76 to 90 – 6 toilets required
- 91 to 100(max) – 7 toilets required

Authority: LUC 20.30U.125A.11.e.ii (A); Consent Decree Para. 3.3.4
Reviewer: Antoinette Pratt, (425) 452-5374

12. **Number of Showers:** In addition to the one on-site shower, whenever TC4 occupancy at the site exceeds 40 residents, the Encampment Host or Encampment Manager shall provide bus tickets to encampment residents, which may be used to access other shower facilities. Other shower facilities include the Bellevue Aquatic Center.

Authority: LUC 20.30U.125A.11.d.ii; Consent Decree Para.3.3.3.2
Reviewer: Antoinette Pratt, (425) 452-5374

13. **Refrigeration:** The applicant shall implement the following protocol related to perishable food storage in the absence of mechanical refrigeration:

a. Ice chests are maintained at a temperature of 45 degrees or less and thermometers are placed in all ice chests and read below 45 degrees
b. Ice for ice chests is replenished daily (when necessary to maintain temperature)
c. Ice chests are in working order and fitted with tightly fitting lids
d. Ice chests are cleaned at least weekly with a bleach solution and thoroughly rinsed prior to re-use;
e. Shared meals for the majority of residents are not prepared on-site;
f. The Encampment Manager, Encampment Host and/or Encampment Sponsor shall promptly comply with any suggestions, correction notice or other direction provided by the Department of Public Health – Seattle and King County regarding food preparation and storage on-site.

Authority: LUC 20.30U.125A.11.f.v; Consent Decree Para 3.3.5
Reviewer: Antoinette Pratt, (425) 452-5374

14. **Trash Can Stands**: As an acceptable alternative to providing trash can stands, Rubbermaid trash cans with liners shall be used throughout the encampment, each equipped with snap tight lids. All trash shall be bagged, removed from the encampment, and taken to the

dumpster at least once a day to prevent rodents, insects and other animals accessing cans. Trash containers shall be located adjacent to the food area, and within 100 feet of any sleeping tent.

Authority: LUC 20.30U.125.A.11.h; Consent Decree Para 3.2
Reviewer: Antoinette Pratt, (425) 452-5374

15. **Disease Prevention and Control:** Incidents of suspected food poisoning; unusual prevalence of fever, diarrhea, sore throat, vomiting, or jaundice; or productive cough or weight loss among residents shall be reported immediately to Seattle & King County Public Health. Additionally, TC4 shall follow requirements applicable to schools and daycares, as outlined in WAC 246-101-415 and 246-101-420 in Attachments F and G.

    Authority: LUC 20.30U.125.A.11.j.ii; Consent Decree Para. 3.2
    Reviewer: Antoinette Pratt, (425) 452-5374

16. **Fire Extinguishers**: Fire extinguishers are required. Individual locations of each extinguisher within the encampment will be verified during required field inspection by fire inspector.

    Authority: International Fire Code (IFC 906)
    Reviewer: Sean Nichols, (425) 452-2926

17. **Egress Illumination**: Provide adequate egress illumination from existing parking lot lighting and/or building mount lighting.

    Authority: IFC 1006.2
    Reviewer: Sean Nichols, (425) 452-2926

18. **Minimum Aisle Width Between Tents/ 5 Foot Walkway:** Maintain a minimum aisle width of 44 inches between tents for aisles. Additionally, tents shall be kept five feet west on the concrete walk on the west side of the building.

    Authority: IBC/IFC Section 1023
    Reviewer: Sean Nichols, (425) 452-2926

19. **Revocation of Temporary Encampment Permit:** The City reserves the right to impose additional conditions or to reconsider the Temporary Encampment Permit within a certain timeframe from approval date, based upon complaints filed at the City. Approval of a Temporary Encampment Permit may at any time be revoked if the use is substantially changed from the stated application for this proposal or violations occur to TC4's stated Code of Conduct as reported to the City. Notification of Revocation shall be sent to TBT as the encampment host. TBT shall have 14-days from the date of receipt to respond to said Notice. The Director shall issue a determination whether to sustain or revoke the permit. If the Director revokes the permit, TC4 cannot return to the City of Bellevue until it can be demonstrated that TC4 stayed in other jurisdiction without documented violations of the Code of Conduct.

    Authority: LUC 20.30U.130.C and 20.30U.135
    Reviewer: Antoinette Pratt, (425) 452-5374

20. **Erosion Control:** Upon removal of the camp, all areas where exposed soils exist must be protected from erosion.

Authority: BCC Title 23.76.090.A.1.b
Reviewer: Savina Uzunow, (425) 452-7860

21. **Revegetation of Site:** At the conclusion of the scheduled stay, the site must be re-vegetated. Re-vegetation must occur within 180 days of removal of the Temporary Encampment.

    Authority: BCC 23.76.090.A.1.g; BCC 23.76.23.76.035.2.a
    Reviewer: Savina Uzunow, (425) 452-7860

22. **Future Revisions to Site Plan:** No revisions shall be made to the approved site plan during operation prior to approval by the City.

    Authority: LUC 20.30U.121.A.5
    Reviewer: Antoinette Pratt, (425) 452-5374

23. **Newcomer Warrant Checks**: BPD has complied with the LUC and issued its Meet and Confer report, dated June 16, 2016. BPD shall continue to conduct required newcomer warrant searches via NORCOM to ensure proper and efficient dispatch of officers to optimize safety within the adjacent neighborhood.

    Authority: LUC 20.30U.122.A.A and LUC 20.30U.125.A.2
    Reviewers: Major Kleinknecht, (425) 452-4177

24. **Neighborhood Meetings:** TBT management shall establish a point of contact for the neighborhood residents. TBT shall establish a notified schedule so that residents may meet with TBT staff at a mutually agreed upon time. Essential contact information shall be posted on TBT premises the necessary contact information such as an email and mobile phone numbers so that neighbors may contact TBT. The point of contact shall respond to complaints and inquiries within 24 hours of receipt, and keep a log of such calls and the resultant follow up. This shall also be posted within the TC4 encampment. TBT will send out a letter to all neighbors within 600 feet upon TC4's deployment with all appropriate contact information and post on site all pertinent mobile and email information.

    Authority: LUC 20.30U.125.A.2
    Reviewers: Antoinette Pratt, (425) 452-5374

25. **Weekly Compliance Meetings/TBT Point of Contacts:** Rabbi Lipper shall be the point of contact for weekly compliance meetings with TC4. TC4 has agreed to attend weekly compliance meetings with the staff at TBT. The meetings will ensure that the internal governance measures and code of conduct are being adhered to and enforced by the camp advisors and the executive committee (EC). TBT staff will ensure that the newcomer warrant and registered sex offender screenings are taking place and will ensure that the resident log is accurate and up-to-date. TBT will inform Bellevue PD of any issues arising with regard to the governance of the camp. Emergency life/safety issues shall prompt a call to 911 by EC staff, TBT staff, or both.

    Authority: LUC 20.30U.125.A.2
    Reviewers: Major Kleinknecht, (425) 452-4177 and Antoinette Pratt, (425) 452-5374

26. **Essential Service Providers:** TBT shall provide the location/facility for regular visits from essential service providers such as employment skills/placement counseling, addiction counseling, mental health treatment, housing placement, and case management. TC4

management shall not prohibit TC4 residents from establishing regular visits with provider even if this may interfere with encampment duties. Substitutions for resident duties shall be found to ensure equal access to these essential services.

Authority: LUC 20.30U.125.A.2
Reviewers: Major Kleinknecht, (425) 452-4177 and Antoinette Pratt, (425) 452-5374

27. **Submittal of Future Temporary Encampment Applications:** In future, TBT and TC4 shall submit their application for temporary encampment three months prior to planned arrival date to ensure adequate time has been allowed for required processing in order to avoid encampment deployment delays.

Authority: LUC 20.35.500.A
Reviewers: Antoinette Pratt, (425) 452-5374

28. **Code of Conduct:** The Encampment Host, Encampment Sponsor, and Encampment Manager shall ensure enforcement of a Code of Conduct at the Temporary Encampment site. The Code of Conduct shall be in substantially the following form or address the following issues:

a. Possession or use of illegal drugs is not permitted.
b. No alcohol is permitted.
c. No weapons are permitted.
d. All knives over three and one-half inches must be turned in to the Encampment Manager for safekeeping.
e. No violence is permitted.
f. No open flames are permitted.
g. No trespassing into private property in the surrounding neighborhood is permitted.
h. No loitering in the surrounding neighborhood is permitted.
i. No littering on the Temporary Encampment site or in the surrounding neighborhood is permitted.
j. A trash patrol in the surrounding neighborhood is required every other day.

Nothing within this section shall prohibit the Encampment Host, Encampment Sponsor or Encampment Manager from imposing and enforcing additional Code of Conduct conditions not otherwise inconsistent with this section.

Authority: LUC 20.30U.125.A.2 and RCW 69.50 Controlled Substances Act
Reviewers: Antoinette Pratt, (425) 452-5374 and Major Kleinknecht, (425) 452-4177

29. **TC4 Cooperation with BPD:** TC4 shall admonish, on behalf of SHARE/WHEEL, to all present and future EC staff members that *"TC4's policy requires full cooperation with public safety officials during a declared investigation or emergency event. Failure to comply could result in criminal charges for hindering an investigation."* Furthermore, *"they must cooperate fully with public safety officials in all calls to the camp that involve weapons, violence, a threat of violence, or domestic violence."* These warning shall be prominently posted in the security tent.

Authority: LUC 20.30U.125.A.2
Reviewers: Major Kleinknecht, (425) 452-4177 and Antoinette Pratt, (425) 452-5374

Attachments

A. Letter of Request from TC4
B. Statement of Faith—Rabbi David Lipper
C. Code of Conduct—TC4
D. Zoning Map
E. Site Map
F. Map of Schools and Daycares within 600 feet.
G. Communicable Health Standards for Schools and Daycares, Notifiable Conditions Definitions & Standards
H. Recommended Shelter Health and Safety Best Practice Guidelines—Seattle/King County
I. TC4 resource Guide—Human Services Division

ATTACHMENT A
(Letter of Request from TC4)

SHARE | WHEEL Tent City 4
PO Box 2548
Seattle Washington, WA 98101
tc4@sharewheel.org
206.448.7889

February 27, 2016

Rabbi David Lipper

Temple B'nai Torah
15727 NE 4th Street
Bellevue, WA 98008

Dear, Rabbi Leaders and Members.

We the men and women of Tent City 4 (TC4), are pleased to request your hosting our encampment TC4 this Summer. We are presently at Mary Queen of Peace in Sammamish, and we will be there until June 6th of this year.

As you may already be aware, TC4 exists because there are too many homeless without shelter, left on the streets—without recourse, isolated from the safety, resources and support of our community—within the Camp and with our neighbors in the surrounding area.

There are currently an estimated 10,000+ homeless men and women in King County. At present, there are only 4,500 available shelter beds. There were 67 deaths in 2015—highest number to-date in a decade— and already 8 this year due mostly to violence and exposure to the elements.

It will be our great pleasure to visit you once again, because of the compassion and support we received from your members, as well as the community at large.

Please contact Tent City Organizer, Marvin Futrell or SHARE Consultant, Scott Morrow at the SHARE office at 206.517.9011 and let us know when it is convenient to have an opening conversation.

Again, we look forward to build upon a mutually rewarding relationship!

Sincerely,

The Men and Women of TC4

Ken Nioga
Shane Thiel
Russell Betts
Sarah Renaud
Jason Siewert
Erin Judge
Robert
Ronnie Renaud
Tiffany Haight
Wendell Hansen
Tom
Kelly Pettiford

ATTACHMENT B
(Statement of Faith—Rabbi David Lipper)

Building an Inclusive Sacred Community of Reform Jews

TEMPLE B'NAI TORAH

David A. Lipper, D.D.
Rabbi

David Serkin-Poole
Cantor

James L. Mirel, D.D.
Rabbi Emeritus

Debra J. Siroka, RJE
Director of Lifelong Learning

Howard Wasserteil
Director of Administration

Brian Schuster
President

15727 NE 4th Street
Bellevue, WA 98008

Phone (425) 603-9677
Fax (425) 603-9699
www.templebnaitorah.org

April 26, 2016

To: City of Bellevue
Re: Statement of Support for Tent City 4
From: Rabbi David A. Lipper, D.D.

I am honored to be able to provide this statement on behalf of Tent City 4 and Temple B'nai Torah in their application for a permit to host Tent City on our property this summer. The current leadership of Tent City 4 requested this hosting in a letter dated February 27, 2016. I am new to the area but well aware of the tremendous effort that Temple B'nai Torah has put into supporting Tent City 4. I have been an advocate for the Homeless for over 30 years and have participated in community support for the homeless in 8 different communities that I have served. I am proud of our Board of Directors in their unwavering support of this outreach and their continued exploration of greater solutions to the plague of homelessness that threatens our families and communities. It is our religious mandate.

Our religious community, Reform Judaism, has placed a high value on the importance of advocating and working for the neediest in our community. This spirit of "Social Justice" runs deep in our tradition. We are admonished in scripture to "not stand idly by when our neighbor bleeds" and "not place stumbling blocks before the blind." These texts from Leviticus speak loudly and remind us of our religious obligations to help those who cannot help themselves. This is a deeply held religious conviction that our houses of prayer should be sanctuaries; open not only to our members, but to the community at large.

In my understanding of our religious tradition, we are called to be a Holy People. A Holy People is one in which the needs of the weakest are raised up and the rights of the poorest are preserved. In Leviticus, Chapter 25 it says; "If your brother becomes poor and his means fail him, then you shall strengthen him, whether he is a stranger or a settler, he shall live with you." I believe that we have an obligation as people of faith to open our hearts, our homes and especially, our Houses of Worship to those who are in need.

I applaud the City of Bellevue for seeing this mandate for the past ten years and hope that we are able to continue this essential mission of our faith. The partnership that Temple B'nai Torah and the City of Bellevue and its staff have created has been an invaluable resource for social change. I appreciate all the hard work that City officials have put into the issue of homelessness. But as we work together to create long term solutions, we cannot eliminate short term realities and measures necessary to support the needy.

The request for a permit by Temple B'nai Torah is an honorable and sacred request. I urge your speedy consideration so that we can provide a safe and secure environment for the homeless amongst us.

Thank you,

David A. Lipper

Rabbi David A. Lipper
Senior Rabbi, Temple B'nai Torah

Affiliated with Union for Reform Judaism

ATTACHMENT C
(Code of Conduct)

SHARE/WHEEL TENT CITY 4

CODE OF CONDUCT

WE, THE PEOPLE OF SHARE/WHEEL,
IN ORDER TO KEEP A MORE HARMONIOUS COMMUNITY,
ASK THAT YOU OBSERVE THE FOLLOWING CODE OF CONDUCT:

SHARE/WHEEL'S TENT CITY IS A DRUG AND ALCOHOL FREE ZONE. THOSE CAUGHT DRINKING OR USING DRUGS WILL BE ASKED TO LEAVE. SOBRIETY IS REQUIRED.

NO WEAPONS ARE ALLOWED.
KNIVES OVER 3-1/2 INCHES MUST BE CHECKED IN.

ANY VIOLENCE WILL NOT BE TOLERATED.
PLEASE ATTEMPT TO RESOLVE ANY CONFLICT
IN A CREATIVE AND PEACEFUL MANNER.

DEGRADING ETHNIC, RACIST, SEXIST OR HOMOPHOBIC
REMARKS ARE NOT ACCEPTABLE.
NO PHYSICAL PUNISHMENT, VERBAL ABUSE OR INTIMIDATION
WILL BE TOLERATED.

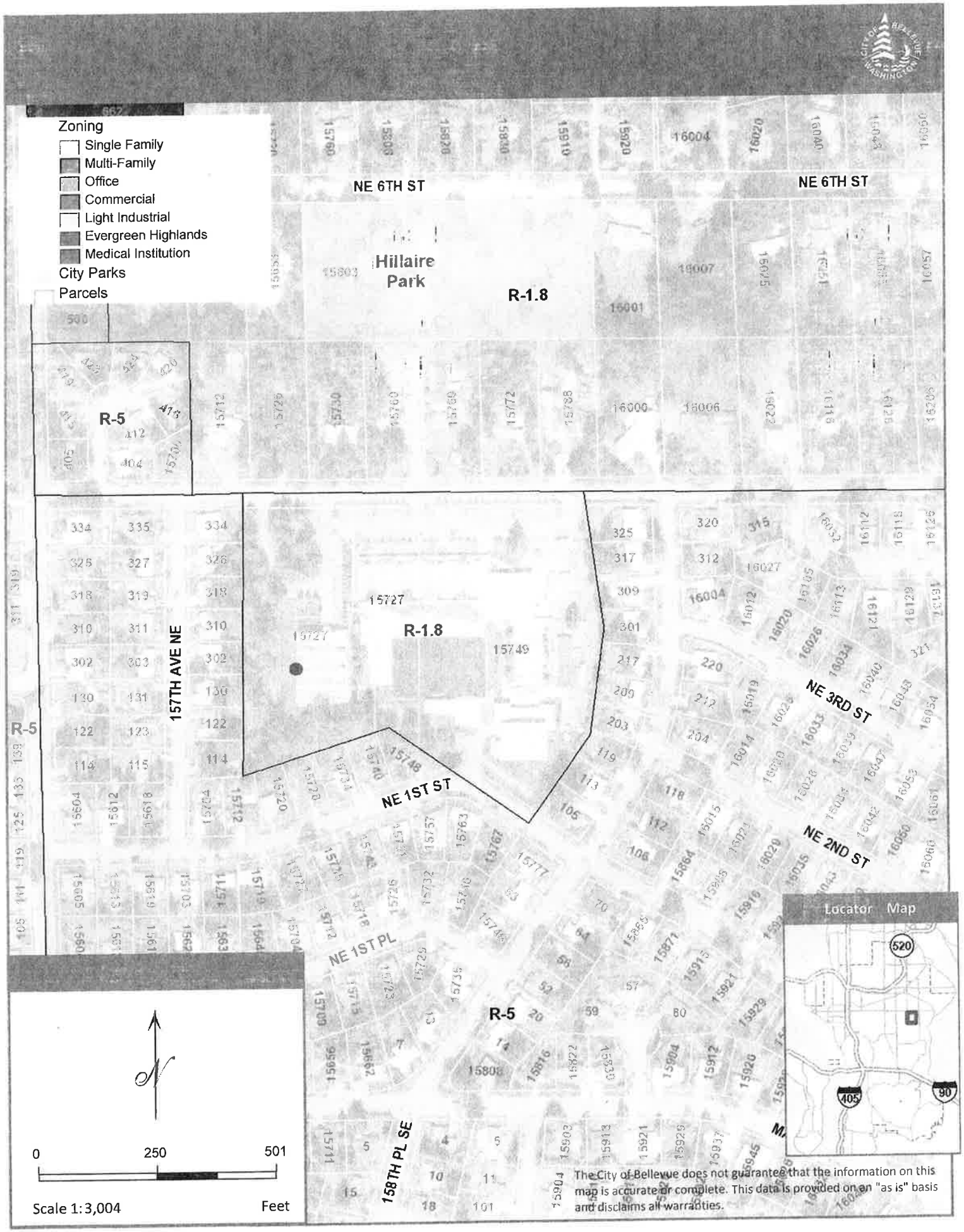
WE ARE A COMMUNITY.
PLEASE RESPECT THE RIGHTS AND PRIVACY
OF YOUR FELLOW CITIZENS.

NO MEN IN THE WOMEN'S TENTS.
NO WOMEN IN THE MEN'S TENTS.
NO OPEN FLAMES.
NO LOITERING OR DISTURBING NEIGHBORS.
NO TRESPASSING.

ATTENDANCE OF AT LEAST ONE OF THE SEVERAL COMMUNITY
MEETINGS HELD THROUGH THE WEEK IS REQUIRED.
DAYS AND TIMES WILL BE POSTED SO THAT YOU MAY WORK IT
INTO YOUR SCHEDULE.

IF THESE RULES ARE NOT RESPECTED AND ENFORCED.
TENT CITY 4 MAY BE PERMANENTLY CLOSED.

ATTACHMENT D
(Zoning Map)



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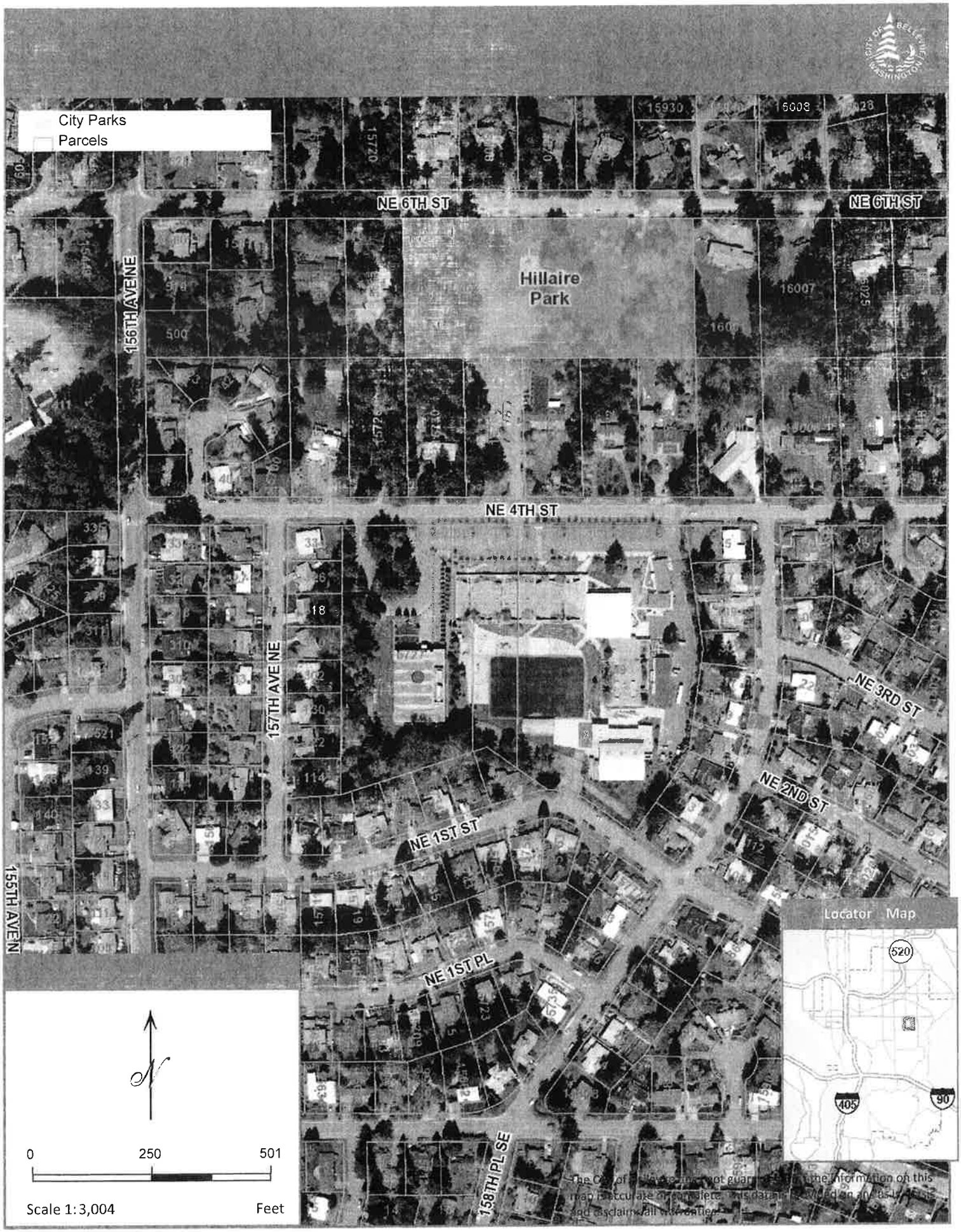

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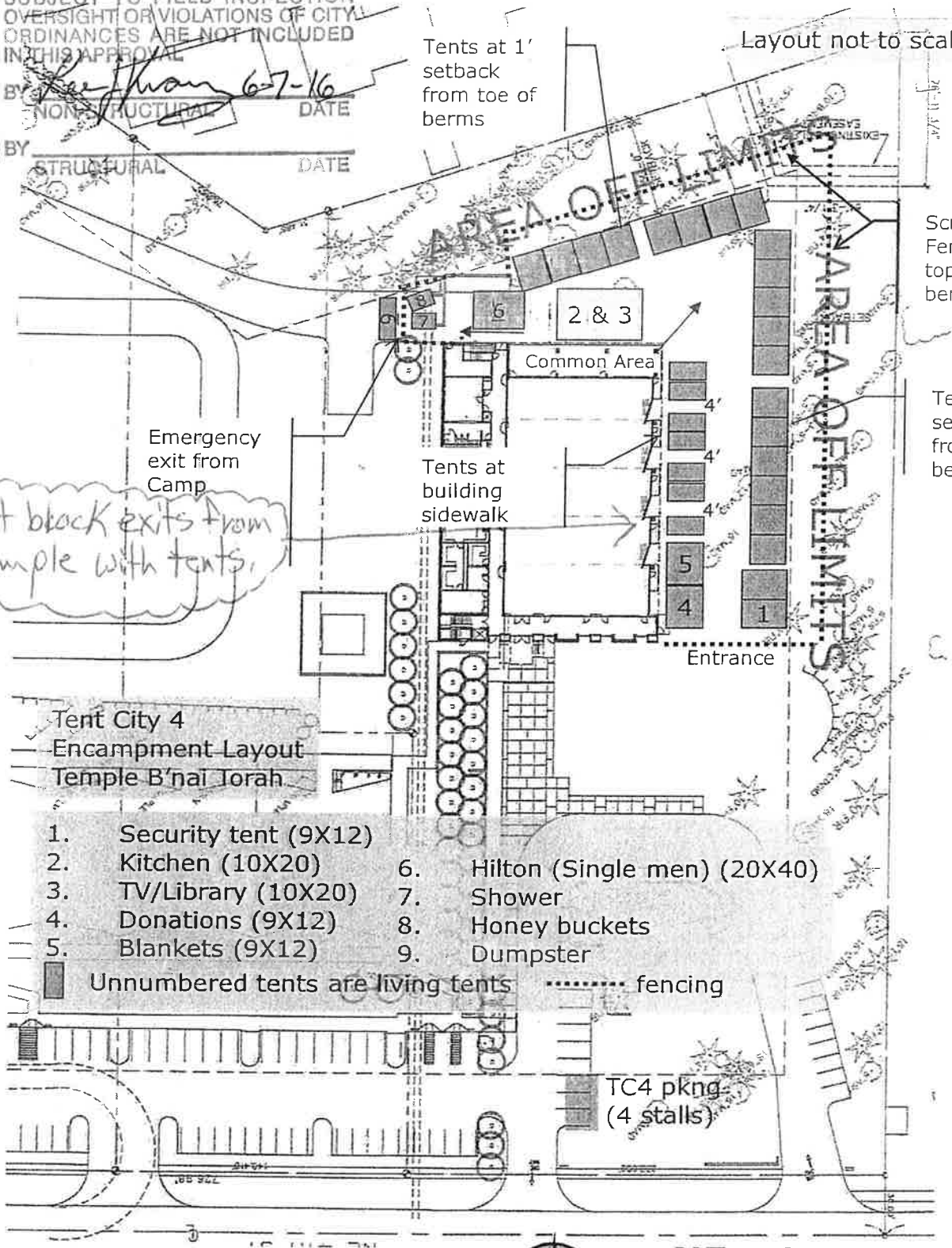
ATTACHMENT E
(Plans and Drawings)

Two separate exits shall be provided at all times.

CITY OF BELLEVUE
DEPT. OF PLANNING AND COMMUNITY DEVELOPMENT
BUILDING DIVISION
APPROVED
AS CORRECTED
SUBJECT TO FIELD INSPECTION
OVERSIGHT OR VIOLATIONS OF CITY
ORDINANCES ARE NOT INCLUDED
IN THIS APPROVAL
BY [signature] 6-7-16
NON-STRUCTURAL DATE
BY
STRUCTURAL DATE



ALL CONSTRUCTION TO BE DONE IN CONFORMANCE WITH APPROVED PLANS AND REQUIREMENTS OF THE INTERNATIONAL BUILDING AND MECHANICAL CODES, UNIFORM PLUMBING CODE, NATIONAL ELECTRIC CODE, THEWASHINGTON STATE ENERGY CODE, AND WASHINGTON STATE AND CITY OF BELLEVUE AMMENDMENTS.

SITE PLAN W/BLDG. EXITS
SCALE: 1" = 20'

TEMPLE B'NAI TORAH
15727 NE 4th St.
Bellevue, WA 98008

Revised 5/13/2016 *Cliff Cantor* for TBT

See next Page for Fire Dept. approval conditions.

FIRE REVIEWER CONDITIONS

1. Ensure all building exits are open accessible and are not obstructed by any tents, shelters, fencing, etc.
2. Keep the parking lot lights on. At a minimum keep the lights located nearest the entrance to the encampment for access and egress during night time hours.
3. Provide fire extinguishers at approved locations.
4. Fire Inspection required prior to occupancy.

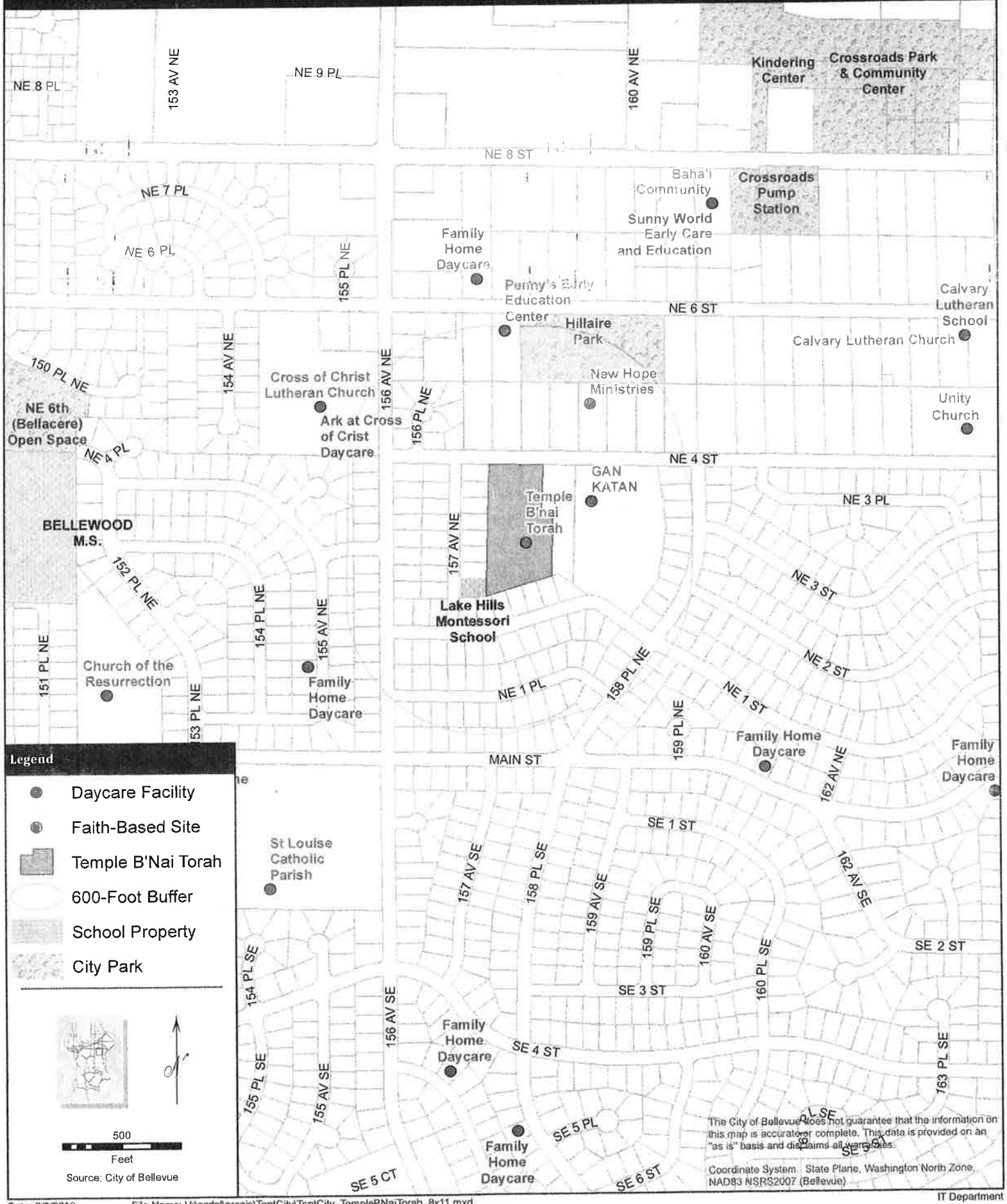
BELLEVUE FIRE DEPARTMENT
APPROVED
AS CORRECTED
SUBJECT TO FIELD INSPECTION
OVERSIGHT OR VIOLATION OF
CITY ORDINANCE ARE NOT
INCLUDED IN THIS APPROVAL
BY
DATE 6/8/16

ATTACHMENT F
(Daycare and Schools within 600 feet)

Tent City at Temple B'Nai Torah

2016

City of Bellevue
GIS Services



Date: 6/2/2016 File Name: V:\pcdp\arcgis\TentCity\TentCity_TempleBNaiTorah_8x11.mxd

IT Department

ATTACHMENT G
(State Requirements for Daycares and Schools)

TITLE 246. HEALTH, DEPARTMENT OF
COMMUNICABLE DISEASES
CHAPTER 101. NOTIFIABLE CONDITIONS

WAC 246-101-415. Responsibilities of child day care facilities.

Child day care facilities shall:

(1) Notify the local health department of cases, suspected cases, outbreaks, and suspected outbreaks of notifiable conditions that may be associated with the child day care facility.

(2) Consult with a health care provider or the local health department for information about the control and prevention of infectious or communicable disease, as necessary.

(3) Cooperate with public health authorities in the investigation of cases, suspected cases, outbreaks, and suspected outbreaks of disease that may be associated with the child day care facility.

(4) Establish and implement policies and procedures to maintain confidentiality related to medical information in their possession.

WAC 246-101-420. Responsibilities of schools.

Schools shall:

(1) Notify the local health department of cases, suspected cases, outbreaks, and suspected outbreaks of disease that may be associated with the school.

(2) Cooperate with the local health department in monitoring influenza.

(3) Consult with a health care provider or the local health department for information about the control and prevention of infectious or communicable disease, as necessary.

(4) Cooperate with public health authorities in the investigation of cases, suspected cases, outbreaks, and suspected outbreaks of disease that may be associated with the school.

(5) Release identifying information only to other individuals responsible for protecting the health and well-being of the public through control of disease.

(6) Schools shall establish and implement policies and procedures to maintain confidentiality related to medical information in their possession.

ATTACHMENT H
(Recommended Shelter Health and Safety Best Practice Guidelines--Seattle/King County)

Recommended Shelter Health and Safety Best Practice Guidelines

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Public Health – Seattle & King County

Health Care for the Homeless Network
999 Third Avenue, Suite 1200
Seattle, Washington 98104
http://www.metrokc.gov/health/hchn/

July 2005

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Revised:

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Please direct questions or suggestions about these standards to:
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Health Care for the Homeless Network, a program of Public Health – Seattle & King County

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COMMUNICABLE DISEASE CONTROL
HAND WASHING

General Information:

- Hand washing is the single most effective and least costly way to reduce the spread of infections, including the common cold, hepatitis A, food borne illnesses, and many other viral and bacterial diseases.
- Alcohol-based hand rub is also effective in limiting the spread of such diseases.
- Shelter and other environments should encourage and support good hand hygiene.

Facility Recommendations & Environmental Modifications:

Ensure that your shelter or facility has:

- Posters encouraging *frequent* hand washing posted in common areas.
- Posters showing proper hand washing *technique* posted by all sinks.
- Sinks and hand washing facilities that are easily accessible to staff and clients.
- Sinks that are kept in good repair, drain properly, and have both hot and cold water.
- Soap dispensers that contain soap and are in good working order. Non-refillable soap dispensers are recommended.
- Disposable towels available.
- Facial tissues such as Kleenex available for staff and clients. Tissues help contain sneezes and coughs and provide a barrier for hands. Trash cans should be available for proper disposal of tissues.
- Alcohol-based hand rub dispensers installed at entry areas.

Staff Recommendations:

Staff should:

- Model and encourage good hand hygiene.
- Wash their hands immediately after using the toilet.
- Wash their hands before serving, preparing or eating food.
- Wash their hands before and after providing any "hands on" assistance to clients (such as assisting with mobility, balance, health or hygiene needs).
- Wash their hands after handling clients' unwashed clothing or bedding.
- Wear aprons/coveralls and gloves when handling soiled laundry to reduce risk of infection.
- Wear gloves when handling client belongings to reduce risk of infection from bacteria, viruses, lice or mites, and to reduce risk of infection by needle stick.

Procedural Recommendations:

- Encourage staff and clients to wash or sanitize hands upon entering the shelter. This will effectively reduce the number of germs entering the shelter. Alcohol-based hand rub dispensers installed at entry areas encourage this practice.
- Do NOT use cloth towels or re-use paper towels.
- Instruct clients and volunteers who serves or prepare food to wash their hands ahead of time.
- Ensure that your shelter has a policy regarding blood borne pathogens control ("Standard Precautions in the Shelter Setting").

COMMUNICABLE DISEASE CONTROL
FOOD HANDLING

Improper food handling can spread infection to large groups of people at one time. Food borne illnesses nearly always result in vomiting, diarrhea and malaise, all of which are particularly difficult for homeless people to endure. Therefore conscientious adherence to food handling standards is strongly encouraged.

For further information please see the Public Health – Seattle & King County Food Handling Guidelines at http://www.metrokc.gov/health/foodsfty/. To arrange for further education about food safety issues at your site contact Environmental Health at (206) 296-4632.

Facility Recommendations & Environmental Modifications:

- The kitchen area is clean. A cleaning schedule is posted and adhered to.
- Kitchen counter tops are intact and are sanitized before food preparation begins.
- Surfaces where people eat are smooth, intact, and easily washable. Sanitize all surfaces before food is served.
- Dish washing is accomplished safely and appropriately:
  1) Hand dish washing uses a three compartment sink (wash, rinse, sanitize)
  2) Dishwashers have a high temperature sanitizing rinse (170 F) or a chemical sanitizer.
  3) Cutting boards are washed, rinsed, and sanitized between each use.
- Thermometers are placed and kept in all refrigerators and read below 41 F.

Procedural Recommendations:

- Staff who handle food have current food handlers' permits.
- Staff, client volunteers, and outside volunteers wash hands before preparing or serving food.
- Staff wash their hands after handling uncooked meat, before handling other food or utensils.
- Ill people are not permitted to prepare or serve food to others.
- Foods are cooked to temperatures as required by code.
- Foods delivered from outside sources are held at 140F or hotter (or 41F or lower for cold foods) and the temperatures are checked when the food arrives. A log is kept of temperature checks on all meals.
- Foods that have been donated should comply with the current WA Food Code guidelines for donated food (see http://www.doh.wa.gov/ehp/sf/Pubs/FoodRule/food-donations-guidelines-1204.doc or the code at http://www.leg.wa.gov/WAC/index.cfm?section=246-215-151&fuseaction=section)
- Foods to be warmed are reheated to at least 165 F and checked with a long-stem thermometer prior to being served.

To view the Washington State Food Code & the May 2005 Code revisions visit: http://www.doh.wa.gov/ehp/sf/food/FoodRuleMain.htm or call Environmental Health for more information (206) 296-4632.

ENVIRONMENTAL SAFETY
INJURY PREVENTION

Facility Recommendations & Environmental Modifications:

- Stairs are in good repair, equipped with a handrail, and are not slippery.
- A First Aid Kit is kept in an accessible location, appropriately stocked, and checked monthly.
- A telephone is accessible for calls to 911.
- The shelter has an approved sharps bio-hazard container to collect used needles and syringes and has a policy for the proper disposal of these items.
- Emergency preparedness supplies are fully stocked and are replaced as necessary.
- In facilities serving children, appropriate childproofing measures and modifications have been made including: childproof electrical outlets, locked screens or other barriers to prevent children from falling out of upper floor windows, stairwell gates, doors that open from inside without a key, and precautions to protect children from burns and other injuries.
- All playground equipment, toys, and diapering areas are safe and adhere to safety standards.

Procedural Recommendations:

- No weapons are permitted on the shelter premises.
- The possession and use of illegal substances is prohibited on the shelter premises.
- There is a policy for proper disposal of needles and syringes.
- The shelter has begun preparing for earthquakes and other potential disasters. There is a plan to be prepared by_____(date), including both supplies and written plans/protocols.

ENVIRONMENTAL SAFETY
BURN PREVENTION

Facility Recommendations:

- The shelter adheres to the Uniform Fire Code applicable to transient accommodations.
- Smoke detectors are placed in appropriate areas and are functional. Batteries are changed on a regular schedule.
- Exits are clearly marked. Illuminated exit signs are functional.
- Evacuation routes are posted and visible.
- Staff are trained in evacuation procedures.
- Fire drills are conducted regularly.
- There are ____(#) fire extinguishers. They are in working order and are checked monthly.
- Staff are trained in the use of fire extinguishers.
- The water heater is set at 120 F to prevent scalding burns.

ENVIRONMENTAL SAFETY – SANITATION AND HYGIENE

Environmental Quality:

- The water is safe to drink and free of contamination.
- The air quality is good:
  - No fumes or noxious odors are present (i.e. paint fumes, cleaning solutions).
  - Smoking is restricted to designated areas.
  - A source of fresh air is available (i.e. there are windows and doors that open).
  - The ventilation system is functional.
  - If there is no automatic H-VAC system, windows and/or doors are left open for 10-15 minutes several times per day to provide air exchange.

Maintenance:

- Indoor and outdoor environments are clean and free of debris.
- Floors are washed daily and carpeted areas vacuumed daily.
- Floors are cleaned immediately after any spills.
- There are enough trashcans available for clients and staff so that trash is easily disposed of and cans are not overflowing. Garbage cans are lined with a plastic bag and have covers.
- Garbage (biodegradable matter such as food) & trash (paper/plastic/refuse) are removed daily.
- Janitorial equipment and supplies are in good repair and have a designated storage space. Cleaning supplies and chemicals are kept out of children's reach and separate from food.
- Pest control is done on a regular basis. The premises are pest-free, to the extent possible.

Kitchens and Bathrooms:

- Plumbing is in working order in the showers, sinks, and toilets.
- Kitchen, bathrooms, and common areas have posted cleaning schedules that are adhered to. Kitchen and bathrooms are cleaned at least twice daily, preferably after high-use periods.
- Sanitary napkins, tampons, disposable diapers are disposed of in specially provided containers that are lined with plastic bags and emptied daily.
- Signs are posted in the bathrooms/showers that discourage clients from sharing personal items. (Signs can be obtained from Public Health Nurse at 296-4656)

Bedding:

- Laundry facilities have adequate capacity. Dryers can attain 165F.
- Bedding is stored in such a way that used bedding does not contact other used bedding or other clean bedding.
- New clients are issued fresh bedding upon arrival at the shelter. Bedding is changed weekly.
- Bedding is laundered weekly if used by the same client for a week.
- Soiled bedding is washed immediately.
- Mats are washable and covers are intact or adequately repaired. Mats are wiped down with a 1:10 bleach solution or other sanitizing solution if not used by the same client.

Client Belongings:

- Client belongings are stored in such a way that one client's possessions are not in contact with another client's possessions. Items hung on hooks have enough space between them so they don't touch. This helps control the spread d scabies and lice.
- Shelters encourage clients to not share personal items such as toothbrushes, combs, brushes, razors, or any tattoo, piercing, self-mutilation ("cutting"), or injection implements in order to reduce the risk of infection or infestation.

CLIENT HEALTH

It is important to have some basic health information about clients in shelter settings in order to:

a) **Better plan for their care**
b) **Ease or prevent discomfort and suffering**
c) **Help prevent the spread of disease from sick to healthy clients**

Procedural Recommendations:

- Ensure that the shelter has a mechanism for referring clients with no health care provider.
- Make sure that any client who appears to be ill or injured is questioned and referred to a health care provider. (see "Communicable Disease Symptom Identification and Referral")
- Briefly screen clients who seek help or who appear ill or injured for emergent medical and psychiatric needs they may have including detox, emergency care, and referral to a health care provider.
- For shelters where a stay of greater than one week is anticipated or documented, a more detailed health intake should be conducted. Collect basic health information from clients including: current symptoms, medications, allergies, usual health care provider, emergency contact name and phone number, next of kin.
- Register all shelter clients daily. This is important in case of fire or other disaster, or in the event of an out break of TB or other infectious illness to help determine who was exposed.

The following sample policies, protocols, and guidelines are available from Seattle-King County Health Care for the Homeless Network. They have been developed by the HCHN Public Health Nurse and are included in this document as appendices. Call (206) 296-5091 for further information on these topics.

Sample Policy – Topics:

- Basic Health & Safety Standards/Communicable Disease Control
- Standard Precautions in the Shelter Setting
- Blood/Bodily Fluid Exposure
- Blood/Bodily Fluid Clean-up Protocol
- Laundry Hygiene in the Shelter Setting
- Scabies Policies and Procedures
- Lice Policies and Procedures
- Staff Health
- General Cleaning
- Kitchen Hygiene

CLIENT HEALTH
COMMUNICABLE DISEASE SYMPTOM IDENTIFICATION AND REFERRAL

Early identification of clients who present with signs or symptoms which may indicate the presence of a communicable disease can help reduce the risk of disease outbreaks.

Symptom	Response
Persistent cough	Screen client for tuberculosis*: Has cough lasted three weeks or longer? Has the client lost weight recently or notices clothing fits more loosely? Is the client extremely fatigued? Does the client have a fever? Does the client sweat heavily at night? **Clients who respond affirmatively to three weeks of coughing and who also have one or more of the other symptoms listed above will be referred to a health care provider for evaluation as soon as possible.** To the best of their ability shelter staff will then: • Separate persistently coughing clients from the general population. • Instruct persistently coughing clients to cover their cough with their inner elbow or shirt, jacket, or Kleenex tissue. • Provide masks for clients to assist with covering their cough. • Refer coughing clients to on-site health care providers or nursing staff. These measures may also help limit the spread of colds, flu, pertussis and other airborne illnesses/diseases. In addition they may assist the client in getting help for other chronic respiratory problems such as asthma, emphysema, or allergies which may share similar symptoms (such as persistent coughing).
Diarrhea or Vomiting (> 2-3 days)	Encouraged client to see a health care provider as soon as possible. Instruct client to observe stringent hand washing and/or frequent use of alcohol-based hand rub.
Itchiness, Persistent scratching, Unusual rash	Refer client to a healthcare provider as soon as possible.
Untreated lice or scabies	Allow client to stay the night, but send them to a health care provider for treatment as soon as possible.

* Please see the Seattle-King County TB Control Guidelines for Homeless Service Agencies for more information about procedures related to TB control.

STAFF HEALTH

Procedural Recommendations:

- Shelters should maintain a *daily census* listing all staff, volunteers, and clients who are at the facility. This practice serves both security and infection control purposes. For example, if a person with a case of active TB is found to have stayed at the shelter, a daily census allows health department officials to know who was at the site when and to determine who may have been exposed. In the event of an evacuation or other emergency, roll call can be taken to avoid losing anyone.
- A TB counseling, screening, and prevention program for homeless agency staff—including volunteers who expect to work for cumulative hours of more than 10 hours—should be established to protect both staff and clients. Screening requirements should be included in the agency TB policy, in job descriptions, and in personnel policies. All homeless shelters should have a written and enforced policy that staff will be required to show proof of TB screening.
- Agencies should appoint one person responsible for documenting TB status and skin-test results of all staff and volunteers. The tuberculosis and immune status of staff members is confidential health information and individual privacy needs to be protected by law.
- If a client at the shelter is found to have active tuberculosis, the shelter manager and staff will cooperate with the Health Department's investigation of the case.

Immunizations:

- Staff are strongly encouraged to bring their immunization status up to date including tetanus, measles, and rubella.
- Staff are encouraged to obtain flu vaccines each flu season, and to be vaccinated against Hepatitis B.

TB Screening & Testing*:

- Public Health—Seattle & King County recommends different TB screening practices for homeless agency staff than it does for their clients. These recommendations are based on well-researched models of TB control and efficient use of resources.
- All homeless agency staff should be screened for TB every 6-12 months, depending on the incidence of active TB cases at your facility.
- Staff that have not had documented TB screening with a skin test within the last 12 months will be required to undergo two step baseline TB skin testing (1-3 weeks apart).
- The first TB skin testing should be done prior to or on the first day of employment.
- Homeless agency staff who have positive PPD test results should be identified and evaluated to rule out a diagnosis of active TB.
- Staff who are symptomatic (show signs of disease) or suspected of having active TB should be immediately excluded from the workplace until confirmed non-infectious. They should also be required to have an immediate medical evaluation through the TB Clinic at Harborview Medical Center, a Public Health Clinic site, or their private medical provider. The medical evaluation will include a PPD and/or chest x-ray within 48 hours.
- Immunocompromised staff/volunteers need TB screening by symptom review and chest x-ray since TB skin testing may be falsely negative for these people. They also need informed counseling of potential risk of acquiring TB on the job due to their medical condition.

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* Please see the Seattle-King County TB Control Guidelines for Homeless Service Agencies for more information about procedures related to TB control.

STAFF TRAINING

Adequate staff training is an important line of defense against illness and injury in shelter settings. Therefore shelters should have a training plan that includes the following topics:

- Basic shelter-oriented First Aid
- CPR
- Working with difficult clients
- Communicable disease control – Including tuberculosis and blood-borne pathogens (Hepatitis B, C, and HIV/AIDS)
- Safe Food Handling
- Fire safety
- Disaster preparedness

Resources

General Resources

Health Care for the Homeless Information Resource Center
http://www.bphc.hrsa.gov/hchirc/

National Health Care for the Homeless Council & Clinician's Network http://www.nhchc.org/
Health Care for the Homeless "Mobilizer": A free email publication to help you can stay current on national policy developments affecting homelessness and health care.
Subscribe or view back issues at http://www.nhchc.org/mobilizer.html

Public Health – Seattle & King County: Health Care for the Homeless Network
http://www.metrokc.gov/health/hchn/index.htm

Communicable Disease Control: Hand Washing

Center for Disease Control: Hand Washing Information
http://www.cdc.gov/ncidod/op/handwashing.htm

Public Health – Seattle & King County: Hand washing & cover your cough posters
http://www.metrokc.gov/health/stopgerms/

Communicable Disease Control: Food Handling

Public Health - Seattle & King County Food Protection Program
http://www.metrokc.gov/health/foodsfty/

WA Department of Health Food Safety Program
http://www.doh.wa.gov/ehp/sf/food/food.htm
http://www.doh.wa.gov/ehp/sf/food/FoodRuleMain.htm (Food Code & May 2005 changes)
WA Food Code for donated foods:
http://www.leg.wa.gov/WAC/index.cfm?section=246-215-151&fuseaction=section or
http://www.doh.wa.gov/ehp/sf/Pubs/FoodRule/food-donations-guidelines-1204.doc

Environmental Safety: Injury Prevention

American Red Cross: Anatomy of a First Aid Kit
http://www.redcross.org/services/hss/lifeline/fakit.html

Emergency Preparedness: A Manual for Homeless Service Providers
UMASS John W McCormack Graduate School of Policy Studies - The Center for Social Policy
http://www.mccormack.umb.edu/csp/publications/EmergencyPreparedness.pdf

Public Health - Seattle & King County:
AIDS/HIV Program: Safe, Legal, and Free Disposal of Sharps
http://www.metrokc.gov/health/apu/resources/disposal.htm

Disaster Preparedness: Key topics, tips and fact sheets
http://www.metrokc.gov/health/disaster/
Smart Kids! Safe Kids! Injury Prevention Program
http://www.metrokc.gov/health/ems/smartkids.htm
Violence & Injury Prevention Unit: Fall Prevention for the Elderly
http://www.metrokc.gov/health/ems/fallprevention.htm

US Consumer Product Safety Commission: Childproofing Your Home
http://www.cpsc.gov/cpscpub/pubs/grand/12steps/12steps.html

Environmental Safety: Burn Prevention

Seattle Fire Department:
Fire Drill Planning FAQ http://www.seattle.gov/fire/pubEd/business/evacuationFAQ.htm
Fire Extinguishers Fact Sheet http://www.seattle.gov/fire/pubEd/brochures/extinguishers.pdf
Fire Fact Sheets http://www.seattle.gov/fire/pubEd/brochures/brochures.htm
Seattle Fire Code http://www.seattle.gov/fire/FMO/firecode/firecode.htm
Smoke Alarms http://www.seattle.gov/fire/pubEd/smokealarms/smokeAlarms.htm

Environmental Safety: Sanitation and Hygiene

Public Health - Seattle & King County:
Drinking Water Program http://www.metrokc.gov/health/water/index.htm
Public Health Webpage Directory – Pest control links
http://www.metrokc.gov/HEALTH/portal/pests.htm
Toxic Hazards – Indoor air quality http://www.metrokc.gov/health/hazard/indoorair.htm

WA Department of Health Division of Environmental Health - Office of Drinking Water
http://www.doh.wa.gov/ehp/dw/

Client Health: Communicable Disease Symptom Identification and Referral

Boston Health Care for the Homeless Program & National Health Care for the Homeless Council: O'Connell, J. (Ed). The Health Care of Homeless Persons: A Manual of Communicable Diseases & Common Problems in Shelters & on the Streets. June 2004. Available for $15 at http://www.nhchc.org/publications.html

Health Care for the Homeless Clinicians Network - Healing Hands February 2005 Issue "Bugs that Bite: Helping Homeless Patients and Shelter Staff Cope". Deals with lice, scabies, bedbugs, and more. http://www.nhchc.org/Network/HealingHands/2005/Feb2005HealingHands.pdf

National Tuberculosis Center: Shelters and TB: What Staff Need to Know (18-minute training video about how to prevent the spread of TB in homeless shelters). Order or view online at: http://www.nationaltbcenter.edu/products/product_details.cfm?productID=EDP-11

Public Health - Seattle & King County:
Alcohol and Other Drug Prevention (AODP) – Inpatient and outpatient treatment and communities http://www.metrokc.gov/HEALTH/atodp/treatment.htm
Health Care for the Homeless Network – About homelessness and health http://www.metrokc.gov/HEALTH/hchn/homelessness.htm
Health Care for the Homeless Network – Health care resources for people experiencing homelessness http://www.metrokc.gov/HEALTH/hchn/healthcare.htm
Health Care for the Homeless Network - Training & technical assistance for homeless programs http://www.metrokc.gov/HEALTH/hchn/training.htm
Tuberculosis Prevention and Control Guidelines for Homeless Service Agencies in Seattle-King County, Washington http://www.metrokc.gov/health/tb/tbguidelines.pdf

Staff Health

Public Health - Seattle & King County:
Communicable Diseases and Epidemiology – Hepatitis B Fact Sheet http://www.metrokc.gov/HEALTH/prevcont/hepbfactsheet.htm
Communicable Diseases and Epidemiology - Measles (Rubeola) in adults http://www.metrokc.gov/HEALTH/prevcont/measlesadults.htm
Communicable Diseases and Epidemiology – Tetanus fact sheet http://www.metrokc.gov/HEALTH/prevcont/tetanus.htm
Immunization Program – Fact sheets and where to get immunizations http://www.metrokc.gov/HEALTH/immunization/
Immunization Program – Flu Season http://www.metrokc.gov/HEALTH/immunization/fluseason.htm
Immunization Program – Occupational immunizations http://www.metrokc.gov/HEALTH/immunization/occupation.htm

Staff Training

American Red Cross – King & Kitsap Counties:
Class Calendar http://www.seattleredcross.org/health/classes/calendar.asp
Class Descriptions http://www.seattleredcross.org/health/GetTrained/descriptions.htm

National Health Care for the Homeless Council: Training and Education http://www.nhchc.org/training.html

Public Health - Seattle & King County:
Food Protection Program: How to get your Food Worker Permit http://www.metrokc.gov/health/foodsftv/foodhandlerscard.htm
Health Care for the Homeless Network: Training & technical assistance for homeless programs http://www.metrokc.gov/health/hchn/training.htm

Seattle Fire Department:
Medic II Program: Free CPR Classes http://www.cityofseattle.net/fire/medics/medicTwo.htm
Workplace Fire Safety Training Videos Fact Sheet http://www.ci.seattle.wa.us/fire/pubEd/brochures/training%20videos.pdf

Sample Policy:
Standard Precautions in the Shelter Setting

TITLE: Standard Precautions as it Relates to Infection Control

SCOPE: Homeless shelter staff and volunteers who may possibly face contact with bodily fluids or other potentially infectious materials as a result of performing their job duties.

PURPOSE: To provide guidelines to agency management, staff, and volunteers regarding the use of Standard Precautions to minimize the risk of employees and volunteers coming in contact with bodily fluids which may contain blood-borne pathogens as well as other infectious agents.

RESPONSIBILITIES

Agencies shall:

1. Provide opportunity for the staff to be trained in the control of infectious diseases (including blood borne pathogens) as it pertains to the shelter setting. Agencies may contact Health Care for the Homeless at (206) 296-5091 to arrange training free of charge.
2. Make every attempt to achieve levels of practice as outlined in the Basic Shelter Health and Safety Standards, Staff Health Policy, and other applicable Health and Safety Policies recommended by Public Health - Seattle & King County.
3. Provide all equipment needed to achieve appropriate hand washing (***hot and cold running water, soap, paper towels***). This equipment should be accessible to employees at all times.
4. Provide employees with reasonable access to ***personal protective apparel*** such as ***latex gloves*** (***nitrile gloves*** must be made available in all situations for employees with sensitivity to latex), ***goggles, protective gowns***, and ***CPR shields***.
5. Have a plan in place for post-exposure to potentially infectious materials and employees will be trained in its use.
6. Outline basic procedures for all employee duties that may involve contact with bodily fluids or other potentially infectious materials. Such duties include but are not limited to: providing assistance with personal hygiene, handling soiled laundry, providing assistance to a sick client, providing first aid, providing CPR, and cleaning up after spillage of bodily fluids. In all such cases the agency will mandate a Standard Precautions approach, which is simply an infection control approach that treats all body fluids as potentially infectious. The agency may consult with a Health Care for the Homeless Public Health Nurse for assistance with outlining these duties (206) 296-5091.

Employees Shall:

1. Agree to follow the procedures regarding duties which may involve contact with bodily fluids and other potentially infectious materials.
2. Immediately report any significant exposure incident to the supervisor. Contact of the employee's non-intact skin (chapped, cracked, scratched or otherwise open), eye, or mucous membrane with blood or other potentially infectious material is a significant exposure.

Duties Which May Expose Employees in the Shelter Setting to Potentially Infectious Materials

First Aid and CPR:

Employees who are trained in First Aid and CPR may elect to assist clients needing these interventions. The agency should provide equipment to reduce the risk of infection while rendering such aid. Equipment that should be available and accessible to the employees includes:

- *Latex gloves*
- *CPR masks*
- *disposable or cotton gowns that tie in the back*
- *safety goggles*
- *clean-up materials**

Assessment of wounds, skin conditions, scalp or hair problems:

Clients may ask staff to examine wounds, cuts, burns, injuries, skin conditions, or to check for the presence of lice or scabies. Staff should don ***latex gloves*** when asked to do any type of examination beyond visual. The agency should make ***latex gloves*** available for such occasions.

Assisting with personal hygiene or toileting:

Clients may request assistance by staff with hygiene (dental care, care of dentures or oral prostheses, assistance with bathing or cleaning up after a bowel movement or urination, changing diapers, cleaning up spill of menstrual fluid, assistance with removal of head lice or lice eggs, etc.) The agency should supply ***latex gloves*** for such purposes, and staff should be able to use ***gowns*** if they feel they need greater protection. ***Diaper changing areas*** should be equipped with ***a lined trash can, spray bottle of bleach solution, protective covering (such as old computer paper), paper towels, and gloves***.

Assisting a sick client:

Clients who are vomiting, drooling, sweating profusely, or being incontinent of stool or urine may request assistance with cleaning up or changing clothes. The agency should provide ***latex gloves, reusable or disposable gowns*** and appropriate ***supplies for cleaning the environment*** as needed (mop, bleach, bucket, paper towels, etc.)

Assisting Clients Who Have Soiled Bedding or Laundry:

Refer to the sample policy on "Laundry" for details. As much as possible, have the client handle their own clothing and bedding. Wear ***gloves*** and a ***gown*** when handling soiled laundry. Encourage the client to discard any heavily soiled laundry. Heavily soiled linens should also be discarded or laundered separately and bleached.

** For information on supplies for cleaning the environment after contamination with bodily fluids (including vomit, excrement, urine, blood, saliva, mucous) please refer to the sample policy on "Blood/Bodily Fluids Clean-up Protocol"*

Sample Policy:
Blood/Bodily Fluid Exposure

The following information should be provided to the employee's health care provider or the Emergency Room MD immediately after any incidence of significant body fluid exposure by needle stick or contact with mucous membrane or non-intact skin.

Date and time of exposure:

What job duty was the employee performing at the time of exposure?

What sort of bodily fluid was the employee exposed to?

How much of the fluid did the employee come in contact with?

What part of the employee's body was exposed to the fluid?

How long did the employee remain in contact with the bodily fluid?

Did the employee have any breaks in the portion of their skin that contacted the bodily fluid?

In the case of a needle stick or other sharp object injury, how deeply did the needle or object penetrate, and was fluid injected into the employee?

Was the source material known to contain HIV or hepatitis B or C? (the source can be asked to voluntarily provide this information, and to volunteer to be tested for these conditions)

Sample Policy:
Blood/Bodily Fluids Clean-Up Protocol

When you provide First Aid or when you clean an area or handle any items soiled with blood or bodily fluids (urine, vomit, blood, feces, semen) please take precautions to protect yourself and others from infection. Always follow these simple steps when you clean up after blood/body fluids spills:

Equipment:
- ❑ Paper towels
- ❑ Plastic garbage bags
- ❑ Kitty litter (for big spills)
- ❑ Disinfectant (bleach 1:10 dilution)
- ❑ Mop & mop bucket
- ❑ Spray bottle

Protective apparel:
- ❑ Latex gloves
- ❑ Eye/face protection (plastic goggles)
- ❑ Protective gowns or aprons

Policy/Procedures:

Spill clean-up materials are located _____
along with a copy of this document.

1) Put on ***protective gear***. If it is possible that blood or bodily fluids may spray or splatter, wear ***protective eye covering (plastic goggles)***. Put on ***latex gloves***. If there is a possibility that your clothing may become soiled, put on a ***protective gown*** (as when handling laundry or soiled clothing). Keep the scene clear of people.
2) Get a ***bucket or spray bottle, bleach, and paper towels or a mop*** to clean the floor and other areas. If the area is large, put ¼ cup ***bleach*** in a gallon of ***cool water*** (hot water destroys the bleach). Spray the area with this solution. If the area to be cleaned is small, you can make a solution of bleach and cool water in a ***quart spray bottle***. Use 1 teaspoon of bleach per quart. This bleach solution must be discarded after 24 hours. It is recommended that a fresh solution be mixed up every time it is needed.
3) Blot up as much of the spill and the bleach solution as possible with ***paper towels***. If there is a large volume spills or vomit, use ***kitty litter*** to absorb. Dispose of these materials in a ***plastic garbage bag***.
4) If you used a ***mop***, rinse the mop in ***bleach solution*** and allow to dry. Dump the leftover solution down the drain or toilet. **DO NOT** use a sink that is normally used for food preparation.
5) Pick up any soiled debris (clothing, bedding, towels, or bandages) and place in a ***garbage bag***. If you are finished cleaning, remove your protective gear and gloves and put them in the garbage bag. Tie off the garbage bag and place it in the regular trash. Only very large spills need to be placed in special biohazard bags and disposed of by an approved facility.
6) Wash your hands thoroughly. Re-stock the ***clean-up kit***. If you have had significant exposure to bodily fluid (needle stick or contact with mucous membrane or non-intact skin) contact a supervisor **immediately** and follow the sample policy for *"blood/bodily fluid exposure"*.

Sample Policy:
Laundry Hygiene in the Shelter Setting

TITLE: Laundry Procedures as it Relates to Infection Control.

SCOPE: Shelter staff, volunteers, and clients.

PURPOSE: To provide guidelines to staff, volunteers and residents who handle linens and laundry in a safe and effective manner to reduce the risk of spread of infectious diseases.

BACKGROUND INFORMATION:

For the purpose of this policy, all linens and personal laundry of clients should be considered contaminated and should be treated carefully to avoid spread of infectious disease. Scabies, lice, and other bacterial pathogens (staphylococcal and streptococcal bacteria) are difficult or impossible to see. Laundry should be handled as little as possible. If possible, clients should handle their own laundry.

POLICY/PROCEDURE:

I. General Practices

- Staff should wear ***gloves*** when in contact with any used or worn laundry items, whether obvious contamination is visible or not.
- ***Gowns or aprons*** should be worn whenever it is likely that a staff person's clothing could come in contact with laundry.

II. Laundry Washed by Shelter Staff on Premises

- Use a hot wash cycle (at least 105-110 F for 10 minutes) followed by thorough drying in a hot dryer (160 F). This process is sufficient to decontaminate laundry. No other additives such as bleach are necessary to sanitize laundry, unless stain removal is desired.
- Any kitchen laundry or other items used by staff (towels, aprons, etc) should be washed and dried in the above manner.
- Staff/agency laundry should be washed in batches separate from client bedding and clothing.
- If linens are heavily soiled with feces, large amounts of solid material should be disposed of in a toilet. Handling of feces should be avoided whenever possible. If rinsing is required, staff should take care to minimize handling and avoid splashing.
- If possible clients should be asked to rinse their own linens when they are soiled.
- Wet linens should be stored in a ***plastic bag*** while awaiting final wash to avoid any leaking and reduce odor.
- Dispose of linens if soiling is severe.

III. Laundry Supplied by a Laundry Service

- Linen awaiting pick up by a laundry service should be stored in a ***contained bin or bag*** so that laundry cannot come in contact with clients, staff, the floor, or other clean items.
- Wet bedding should be placed in a ***plastic bag*** inside the bin so that leaking cannot occur.
- Only large amounts of feces that can be easily removed should be disposed of in the toilet. No further rinsing or handling should be done by shelter staff.

IV. Bedding Stored for Returning Clients

- Used linen may not be transferred to a different client.
- Used bedding should be stored such that the bedding of different clients is not touching it. This will prevent cross contamination.

V. Supplies and Equipment

- Shelters should maintain ***washers and dryers*** in good working order or should contract with a Laundry Service for routine delivery and pick-up.
- If laundry is done on site, the water temperatures should be at least 105-110 F.
- Shelters should supply ***gloves, gowns or aprons, laundry detergent, plastic bags, and plastic laundry baskets or laundry bins***.

Sample Policy:
Scabies Policies & Procedures

TITLE:
Prevention and Management of Scabies Infestation at Homeless Shelters and Drop-in Centers.

SCOPE: Shelter and center staff, volunteers, and clients.

PURPOSE: To provide guidance to shelter and center staff in the prevention, identification, and management of scabies infestations in shelter clients, staff, and/or volunteers.

BACKGROUND INFORMATION:

Scabies is a skin infestation caused by a tiny insect called the "itch mite." The scabies mites are about the size of the period at the end of this sentence. They live most of their life cycle burrowed under the skin of human beings.

The most common signs and symptoms of scabies include **severe itching and a rash**. The rash may look like red and/or crusted sores, and there may be a lot of scratch marks from itching. On some people, scaly linear "burrows" are visible where the scabies mite has actually burrowed under the skin. Symptoms usually take 2-4 weeks to develop after a contact with an infected person. Itching begins gradually over the course of several days and is often worse at night.

The rash in adults usually appears in the following places:
- between the fingers and toes
- around the belt line or naval
- in skin folds such as under the breasts, armpits, buttocks or in the groin area
- backs of knees, inner elbows, ankles, and wrists

In young children and persons with certain chronic illnesses, the rash may appear on the face or scalp and on the palms of the hands and soles of the feet.

There is a severe form of infestation known as Crusted or Norwegian scabies. It is rare, but is occasionally seen in persons with suppressed immune systems, such as persons with AIDS or other chronic illnesses. Crusted scabies appears as a scaly or flaky rash which is often white to yellowish in appearance. In many cases the client does not feel itchy despite a severe infestation. Crusted scabies is extremely contagious and difficult to treat.

The two most commonly used medications for scabies are Kwell (lindane) and Elimite. Both medications are supplied as a lotion which is applied to the entire body from the neck down. Kwell is a neuro-toxic drug which can cause neurologic problems such as seizures if used improperly. It should be used with extreme caution in people who are pregnant, nursing, or under two years of age. It is a prescription drug and should only be used by the person for whom it was

prescribed. A drug called Eurax (Crotamiton) may be prescribed for people who cannot use Kwell or Elimite. Severe cases may be treated with an oral medication in addition to the topical lotions.

Prompt and thorough treatment is essential for cure of the infestation and control of spread. In addition to treatment of a person with scabies, clothing and bedding should also be carefully laundered or isolated to prevent the re-infection or spread of the infestation.

Scabies is contagious. However, it is spread only through close or direct contact with an infected person or that person's clothing or bedding. You cannot get scabies by talking to someone with scabies, or simply by being in the same room with that person. Scabies is usually spread between family members or sexual contacts. It is most common in crowded environments including homeless shelters. Scabies can be spread among homeless persons by sleeping close to each other or by sharing clothing. Contact with infested laundry is the most likely route of transmission for shelter staff. Scabies is easily killed by carefully following the instructions outlined in this policy.

POLICY:

- All shelter staff, volunteers, and clients should utilize infection control practices, as outlined in the Health and Safety Best Practice Guidelines for Shelters (available from Health Care for the Homeless Network, 206-296-4656) so that scabies infestations will be prevented whenever possible.
- Actual or suspected cases should be identified and controlled in a timely, effective, and humane manner as is possible.
- The spread of scabies between clients, staff and volunteers should be minimized.
- Shelter and center managers are encouraged to call the Public Health Nurse Consultant at 206-296-4656 for advice and support regarding scabies or any health and safety concern.

PROCEDURE:

1. Intake Screening

Staff should observe clients for symptoms of scabies such as severe itching (which may worsen at night) and/or a red or crusted rash or evidence of scratch marks due to severe scratching.

If a client has such a rash, they should be referred for medical evaluation as soon as possible:

- A client with known or suspected scabies may stay the night at the shelter. In order to stay additional nights at the shelter, the client must demonstrate that he/she has been seen by a health care provider and that treatment, if prescribed, has been completed. Drop-in centers should encourage clients to seek care immediately.
- Treatment may be performed at the shelter so that staff can assist the client and assure adequate and safe treatment.
- If a client is known or strongly suspected to have Norwegian or Crusted scabies, that client should be referred immediately for medical evaluation. Shelter staff should advocate that the client be treated in a hospital facility where adequate isolation practices can be used, and that they not return to the shelter until treatment has been completed.

II. Treatment

If a client has been instructed by his/her medical provider to treat for scabies, shelter staff are encouraged to assist the client in completing the treatment. The following guidelines should be used along with any instructions on the medication label to assisting the client and assuring adequate treatment.

A. Application of Treatment

- Staff should explain the entire procedure to the client including the skin treatment and the need to launder or isolate clothing and bedding.
- The client should shower or bathe and then allow the skin to thoroughly cool for at least 30 minutes prior to applying the lotion.
- The client should gently massage the medication into the skin according to package or provider instructions. The most commonly prescribed medications are Lindane or Elimite lotion. The lotion should be applied from the neck down and behind the ears unless otherwise stated on the directions. Open sores should be avoided. A small amount can cover a sizable area. For most people 1 ounce of lotion is enough. Do not over apply.
- Staff should remind the client to thoroughly apply the lotion, especially to web spaces between fingers and toes and in between all skin folds. Extra attention should be given to any area where a rash is present.
- Scabies mites can hide under the fingernails. Clients should be instructed to clip their fingernails short to prevent re-infection. Lotion can be applied under the nails with a blunt toothpick or brushed on with a nail brush.
- If any skin areas are washed during the treatment, the lotion should be reapplied.
- Staff may assist if clients need physical assistance applying the lotion in hard to reach areas.
- ***Gloves*** should always be worn by staff when contacting client's skin and/or scabies lotions.
- Staff should not assist clients who are mentally confused and cannot understand or participate in the prescribed treatment. Such clients should be assisted by an RN or medical provider.

B. Completion of Treatment and Follow-up

- If possible, the client should shower/bathe 8-12 hours after applying the treatment to remove all lotion from the skin. (If necessary, this step can be skipped without risk to the client).
- After showering, the client should put on ***freshly laundered clothing*** or clothes that have not been worn for 72 hours. This includes shoes, outer coats, hats, and gloves.
- After showering, the client should be issued ***fresh bedding*** and their mat should be wiped down with a ***standard disinfection bleach solution*** (1 tsp bleach per quart of cool water).
- Generally one treatment as described above is sufficient to cure scabies. However, a medical provider may occasionally prescribe a second treatment to be completed 7-10 days after the initial treatment. Clients may need assistance and/or a reminder for the second treatment.
- Continued itching does not mean the treatment failed. It can take as long as two weeks for scabies symptoms to completely go away after treatment, however itching should decrease at least partially after 2 days. If a client continues to have severe itching several days after treatment, or if the rash appears to worsen after treatment, the client should be referred back for follow-up medical evaluation. It is possible that a client may be having a reaction to the medication. The medical provider may prescribe medication to help alleviate the itching.

C. Treatment of Bedding and Linens

- Clients should be issued ***clean bedding*** to use the night following the application of the treatment. The mat should be wiped down with a ***standard bleach disinfection solution***.
- A ***second fresh set of bedding*** should be issued after the treatment is washed off.
- Bedding used by a client with scabies should be laundered according to the laundry procedures described below.

D. Treatment of Clients Clothing

Clothing worn by the infected client within the last 72 hours should be considered contaminated. This includes shoes, overcoats, hats, gloves. The newly treated client should not wear contaminated clothing until it has been treated in the following manner.

- Clothing can be laundered using a hot wash cycle followed by thorough drying in hot dryer (20 minutes on 160 F, the "high" or "cotton" setting)
- If laundering is not possible, contaminated clothing must be isolated for 72 hours before the treated client may wear the clothing again. Clothing can be isolated simply by placing the items in a sealed ***plastic bag*** for 3 days.
- Shelter staff should assist the client in finding ***replacement clothing*** as necessary.

III. Prevention of an Outbreak Situation

An outbreak is defined as the simultaneous infection of multiple clients and or staff with an infectious disease. If questions arise beyond the scope of this policy related to an outbreak situation, the On-Site RN or Shelter Manager should call the Public Health Nurse Consultant at the Health Care for the Homeless Network for specific guidance (206-296-4656).

A. Contacts

Any client who is known to have scabies should be asked to notify any sexual partners, close family members, or persons with whom the client may have slept or shared clothing. These persons should be told of the risk for scabies and referred for medical evaluation if any are having symptoms. Explain to the client that they can easily be re-infested if they continue to have direct contact with untreated family members or sexual contacts. Immunity to scabies does not develop after infection.

B. General Guidelines for Prevention of the Spread of Scabies

Scabies mites cannot live away from the human body for very long, however scabies is occasionally spread through contact with recently used/worn clothing or bedding. It is generally recommended that staff and clients take a Standard Precautions approach as outlined in the Health and Safety Best Practice Guidelines for Shelters (available from the Public Health Nurse Consultant at 296-5091). The maintenance of a clean environment and the practice of infection control standards will prevent or minimize the spread of infectious diseases such as scabies.

Any client could potentially be infested and not yet be symptomatic. For this reason the following cleaning and laundry practices should be followed ***at all times*** regardless of whether or not there are known cases of scabies in the shelter:

- If possible, all chairs and couches should be ***plastic or vinyl covered*** so that they can be wiped down daily with a ***standard disinfectant***.

- Carpeted floors should be vacuumed thoroughly and daily. Seal used ***vacuum bags*** in a ***plastic bag*** and disposed of immediately. Linoleum/vinyl/wood floors are preferable.
- All laundry done at the shelter should be considered potentially contaminated and should be laundered in a hot wash cycle (105-120 F) with normal ***detergent*** and then thoroughly dried in a hot dryer (at least 30 minutes at 160 F). Do not overload washers or driers.
- All staff should wear a ***disposable gown/apron and gloves*** when in contact with dirty laundry.
- Bedding awaiting laundering should be stored in a separate container (***plastic bag, bin, or laundry cart***) so that it cannot come in contact with clean bedding, clothing or people.
- Bedding that is being held for use by any returning client will be stored in a separate plastic bag or container so that each client's bedding is always isolated.
- Laundry additives such as bleach are not necessary to kill scabies.
- Mattresses should be covered with a ***washable cover*** and should be wiped thoroughly with a ***disinfectant cleaner*** before use by any other clients.
- Clients should not sleep so close together that they can touch each other while sleeping. Intake procedure should include gathering information about symptoms (i.e. "Do you have a rash or area that is itchy?") Clients who are scratching themselves frequently should be taken aside and asked about symptoms and referred for evaluation.

C. Dress Code

- All persons (clients and staff) should wear shoes at all times.
- All persons should wear clothes that cover the thighs (no short shorts or mini skirts) so that there will be a clothing barrier when sitting in a chair.

IV. Symptomatic Staff

Staff who experience itching, should first of all, relax. The idea of scabies makes most of us start to itch, but a true infestation will present the usual symptoms. It is helpful to remember that:

- Symptoms usually take 2-4 weeks to develop
- Itching begins gradually. It is severe and worsens at night
- Scabies rash is usually found in typical places (see background section)
- Staff who experience significant symptoms of scabies should consult the on-site RN or their primary care provider and notify the provider that they may have had a contact with scabies.
- Staff who do not have health insurance can file an L&I claim to cover the cost of the visit.
- Staff are discouraged from self-treating without advice from a health care provider and are prohibited from sharing scabies lotions with any client.

V. Education

- Shelter staff should be trained in the above described procedures at the time of hire and should receive refresher training on a regular basis.
- Clients should receive verbal and written information regarding the prevention and identification of scabies including the following recommendations:
  - Avoid sharing clothing and bedding.
  - Avoid sleeping so close to another person that you are touching that person.
  - Avoid direct contact with persons that itch.
  - If you have an itchy rash or burrows on the skin, seek medical treatment and notify shelter staff immediately.

Sample Policy:
Lice Policies & Procedures

TITLE: Prevention and Management of Lice Infestation in settings that serve homeless clients.

SCOPE: Shelter and center staff, volunteers, and clients.

PURPOSE: To provide guidance to shelter staff in the prevention, identification and management of lice infestations in shelter clients and/or staff and volunteers.

BACKGROUND INFORMATION

Types of lice:

- There are 3 types of lice found on humans: ***Head lice*** (known as pediculosis) are about 3mm long, ***body lice*** are about 2 mm long, ***pubic lice*** (also known as "crabs") are about 2mm long and rounder in shape.
- Lice are wingless insects that live by sucking human blood. Adult lice can only live 2-3 days independent of humans. There are some claims that un-hatched nits can survive away from the host and hatch under certain conditions, however this is unlikely. Hatched nits (nymphs) must find a blood meal as soon as possible or they die before becoming full-fledged lice.
- The female louse lays eggs called *nits*. She can lay about 100 in her brief 30 day lifespan. Nits are about 1mm long ovals visible with the naked eye. Empty (hatched) nits are white or translucent. Un-hatched nits are brownish and hard to see. ***Head lice nits*** cement firmly to the hair shaft ¼ inch from the scalp or closer. ***Body lice nits*** are generally found along seam lines in clothing. ***Pubic lice nits*** can be found in pubic and body hair.

Symptoms of lice infestation:

- Intense itching in the infested area and irritability. Itchiness may not present as a symptom until infestation is established, about 2 weeks after lice first "move in". Itchiness is believed to be caused by an allergic reaction to the louse's saliva.
- Redness from scratching may be visible. Scratching can lead to secondary infections, such as staph infection.

Transmission of Lice

- Lice do not jump or fly, they can only be spread through direct physical contact with an infested person or through sharing of personal items such as hats, combs, clothing, pillows, towels, blankets, or bedding.
- ***Head lice*** are common in child care settings and schools. Head lice are not associated with poor hygiene as head lice like clean hair. Since children play close to one another lice can travel from child to child directly or via shared clothing, hats, combs, or brushes. Children may also bring lice home to other family members.
- ***Body lice*** are usually seen in adults who have limited access to hygiene facilities, and can be common in places such as shelters where conditions are crowded and clients might share personal items. Body lice travel from person to person via by direct contact or via shared clothing, bedding, and towels.
- ***Crab lice*** are spread sexually or via bedding and towels

POLICY:

Infection control practices should be utilized by staff, volunteers and clients of the Shelter so that lice infestations will be prevented whenever possible. Actual or suspected cases should be identified and controlled in as timely, effective, and humane a manner as possible. The spread of lice between clients, staff, and volunteers should be minimized.

PROCEDURE:

I. Intake Screening

- Upon entering the shelter, staff should discretely ask each client if they have symptoms of lice, such as itching in the head, trunk, or groin area. Assure the client that they will not be excluded from shelter or services by answering affirmatively.
- If a client complains of or is observed to have such symptoms, or if they report having had recent contact with a person diagnosed with lice, they should be referred for medical evaluation as soon as possible.
- A staff person trained to assist clients with head lice may examine the client for the presence of nits or head lice on hair follicles. Staff should wear ***latex gloves*** when examining a client.
- A client with known or suspected lice may stay one night at the shelter. In order to stay additional nights, the client must show a note from a medical provider indicating that they have been evaluated, and that treatment, if prescribed, has been initiated (see sample form).
- A client known or strongly suspected to have a lice infestation should be isolated as best as possible. The laundry/bedding of that client should be handled with ***gloves*** and not allowed to come in contact with staff hair or clothes.
- If the shelter has facilities for bathing and laundry and if the staff is trained, treatment may be performed at the shelter so that staff can assist the client and assure adequate safe treatment.
- See treatment guidelines for the 3 types of lice infestations below.

II. Diagnosis

The presence of live adult lice or viable nits is diagnostic of lice infestation:

- ***Head lice*** nits are typically found behind the ears and along the back of the head, however the entire scalp should be examined. Un-hatched nits are found on the hair shaft close to the scalp. Some nits resemble dandruff, but unlike dandruff they are very difficult to remove.
- ***Body lice*** rarely are found on the skin. Rather, they typically live on clothing, particularly in the seams. These lice appear as bugs the size of sesame seeds, with a gray-white color.
- ***Pubic or crab lice*** are found as nits on pubic hair, eyebrows, eyelashes, or underarm hair. Crab lice often leave a bluish stain under the skin around the chest, thighs, or abdomen.
- The skin in the affected areas of all 3 types of lice often appears reddened or scratched.

III. Treatment of Head Lice

If a client has been instructed by their medical provider to treat for lice, shelter staff who have received training in lice treatment may assist the client in completing their treatment. The following guidelines pertain to the use of Nix TM for the treatment of *head lice* and *should be used along with any instructions on the medication label to assure client safety.* If any other medication has been prescribed, staff should follow label instructions for procedure.

[Note: For the treatment of ***body lice*** and ***pubic lice***, refer to those sections below **AND TO SPECIFIC INSTRUCTIONS FROM THE PROVIDER**]

A. Treatment of the Client with Head Lice

- Staff should explain the entire procedure to the client. This includes the skin treatment and the need to launder or isolate clothing, bedding, and other personal items (brushes, combs...).
- There should be a clearly communicated expectation that the client will cooperate and will follow these instructions explicitly.
- Lice are best removed by using a combination of manual combing and lice treatments.
- Both insecticidal and non-chemical treatments are available over the counter.
- The most important step of treatment is thorough and frequent combing of the hair for at least 14 days to remove lice and nits.

B. Step-by-Step Treatment Procedure for treatment and removal of head lice

- Allow yourself enough time to do a good job. It may take as long as an hour if the hair is long and thick. Work in good light.
- Apply one of the ***lice treatments*** as described below.
- Be sure to use an effective ***nit-removal comb*** such as ***Licemeister®*** or ***LiceOut®***.
- Place a ***towel*** between the hair and shoulders of the person who has head lice.
- Part the hair into four sections and pin the hair with clips to prepare it for combing.
- Starting with one section. Select a small area of the section that is about 1 inch square. Start at the scalp and pull the comb all the way through to the end of the strands of hair.
- If nits remain attached to the hair shaft, comb through the hair strands again.
- After each comb-through, dip the lice comb in ***hot water*** and wipe it with a ***paper towel.***
- Continue combing until all sections are done.
- Wash the towel and clothes that the person wore during the combing as described below.
- Wash the comb in ***extra-hot (128° F) soapy water*** for at least 10 minutes.
- Wash hands completely when done.

C. What chemical-free treatments are recommended?

Chemical-free treatments can be used as often as needed. They do not kill lice or nits. Rather, they slow down the lice and make them easier to comb out. These treatments include coating the hair with ***HairClean 1-2-3®*** or with a water-based product such as ***LiceOut®*** (follow instructions on the box):

1. Apply thickly to hair.
2. Cover hair with ***disposable shower cap*** and leave in place for at least 30 minutes.
3. Follow instructions for lice and nit removal using an ***effective lice comb***.
4. Do not use these treatments at the same time the chemical treatment is used.

D. About chemical treatment: Nix®

Although Nix® is the most effective of the chemical treatments, it will not kill lice that have become resistant. Nix® can be purchased without a prescription.

1. Wash the hair with a mild shampoo (such as baby shampoo) that contains *no conditioner*.
2. Apply ***Nix®*** following the instructions on the box.
3. Comb the hair with a ***clean lice comb*** to remove the nits. Dry hair as usual.
4. Repeat Nix® treatment in 7 days.

REMEMBER: Since lice may be resistant to Nix® and other pesticides, *you must perform daily nit combing for 14 days after using these products to assure complete removal of lice and nits.*

E. Cautions when using Nix®

- ***Do not use*** Nix® when open sores are present.
- ***Do not use*** Nix® on children who are less than 2 months of age.
- Pregnant/breastfeeding women should consult their health care provider before using Nix®.
- ***Never*** mix Nix® with other lice treatments.
- ***Do not use*** any other creme rinse, shampoo containing creme rinse, hair spray, mousse, gel, mayonnaise, or vinegar on the hair for at least 1 week *after* using Nix®, because they may weaken the action of Nix®.
- Chlorine in pool water may also deactivate Nix® leading to some treatment failures.
- ***Never*** use Nix® on eyebrows or eyelashes. Instead, apply petrolatum jelly for a few days and pluck off nits with fingers.
- ***Never*** use Nix® more often than recommended. It is an insecticide and can be poisonous if used improperly.

F. Additional Lice Treatment Procedures

In addition to the steps listed above, the following actions may help control the spread or re-infestation of head lice in a household:

- Check other household members for lice. Those who have lice should be treated. Do not treat someone if you do not see lice or nits in their hair.
- Guardians should notify their child's school and child care program if their child has lice.
- Wash all combs/brushes the person used in extra-hot (128.3F) soapy water for at least 10 min
- Wash all clothing (including coats, hats, scarves…) and bedding used by the infested person in the last 2 days prior to treatment.

To wash these items, do ***ONE*** of the following:

- Wash in ***extra-hot water*** or heat dry the item at temperatures >128.3 F for at least 5 minutes.
- Dry clean the item.
- Pack non-washable items in a ***sealed plastic bag*** for 2 days to eliminate the risk from lice that may have been dislodged onto those items.
- Upholstered furniture, carpets, bicycle helmets, sports helmets, and upholstered car seats may be vacuumed. Change the ***vacuum cleaner bag*** after use, place it in a sealed plastic bag, and put the bag in the outside garbage.
- ***Do not*** use lice sprays! They may cause toxic or allergic reactions.

G. What to do if lice come back or the treatment fails to work

- If lice come back, it is usually because nits or newly hatched lice were not removed with the first treatments.
- Follow the combing instructions as described.
- ***You may*** use the ***chemical-free treatments*** as often as needed.
- ***You may*** use ***Nix®*** again after 7 days have passed since the last Nix® application.
- Regardless of which treatment you use, the most important step is to ***comb*** out the lice and nits completely.

H. Additional information

- National Pediculosis Association http://www.headlice.org/
- Centers for Disease Control http://www.cdc.gov/ncidod/dpd/parasites/lice/

IV. Treatment of Body Lice

A. Person

- Often the person with body lice should simply be encouraged to take a shower with soap and warm water to dislodge any lice that may be on their body.
- Sometimes providers may prescribe treatment with ***Nix®*** or other ***chemical treatments*** (follow provider or package directions).

B. Clothing

- Body lice live in the seams of the clothing. It is vital to thoroughly wash and dry all clothing that has been worn by the client within the last 7 days.
- Wash clothes in ***hot soapy water*** on the regular wash cycle.
- Dry clothing in a ***dryer*** for 30 minutes on the hottest setting. Do not overload the dryer.
- It may be prudent to wash *all* of the client's clothing if possible.
- Clothing that can't be washed can be dry cleaned or placed in sealed plastic bags for 1 week.

C. Bedding:

- Wash all bedding and linens in ***hot soapy water*** (105-120 F) and dry them thoroughly in a ***hot dryer*** (at least 30min at 160 F). Make sure the dryer is not over-loaded.
- Special laundry additives/disinfectants are not necessary to kill lice or nits.
- All staff that work with laundry should wear a protective ***disposable gown/apron and gloves*** to prevent direct contact with dirty linens. Staff should treat *all* linens and bedding as though they could potentially be infested, not just the linen used by someone with a known diagnosis (see Laundry Sample Policy).
- Dirty bedding that is awaiting laundering should be stored in a separate container (such as a ***plastic bag or bin***) so that it cannot come in contact with clean bedding.
- Bedding that is being held for use by any returning client will be stored in a separate plastic bag or container so that client's bedding is always isolated.
- Mattresses should be covered with a ***washable cover***. Mattresses or mats should be cleaned with a ***disinfectant cleaner*** before use by any other clients.
- Clients should be spaced so they don't come in contact with each other while sleeping.
- Clients who have backpacks and bed rolls may need assistance in determining what needs to be laundered and in accessing laundry facilities.

V. Treatment of Pubic or Crab Lice

- A health care provider should prescribe treatment.
- Assist the client in following the directions given.
- Assist with laundering clothes and bedding used by the client in the last 3 days.

VI. Notification and Treatment of Contacts

- Any client known to have body or crab lice should be asked to notify any sexual partners, close family members, or persons with whom they may have slept or shared clothing or other personal items. These persons should be told of the risk for lice transmission and referred for evaluation and treatment.
- Explain to the client that they can easily be re-infested if they continue to have direct contact with untreated family members or sexual contacts.

- Be on the look-out for other clients complaining of itching or seen scratching excessively. Inquire discretely about symptoms and refer for evaluation.

VII. Preventive Treatment of the Environment

It is generally recommended that staff and clients take a Standard Precautions approach to the maintenance of a clean environment. Consistent practice of infection control standards, as outlined in the Health and Safety Standards for Shelters, will help prevent or minimize the spread of infectious diseases and pest infestations such as lice. Any client could potentially be infested with lice and not yet be symptomatic. For this reason the following cleaning and laundry practices should be followed ***at all times*** regardless of whether there are known cases of lice in the shelter.

- All chairs and couches that are plastic or vinyl covered should be wiped down daily with a standard disinfectant.
- Cloth upholstered furniture should be vacuumed daily.
- Carpeted floors should be vacuumed thoroughly on a daily basis.
- All laundry done at the shelter should be considered potentially contaminated and should be laundered in a hot wash cycle (105-120 F) with normal detergent and then thoroughly dried in a hot dryer (at least 30 minutes at 160 F). Drying is the most important part of this process. ***Do not overload the dryer!***
- All staff should wear a ***disposable gown/apron*** and ***gloves*** when contacting dirty laundry.
- All staff should wear clothes that cover the thighs at all times (no short shorts or mini skirts) so that there will be a clothing barrier when sitting in a chair.
- All people in shelter should wear shoes in public areas.

VIII. Symptomatic Staff

- Staff experiencing itching should relax and not panic. The *idea* of lice makes most of us start to itch, but *a true infestation is only transmitted through direct contact with an infested person or that person's clothing.*
- Staff who experience significant symptoms of lice or who have found nits on their person should consult their primary care provider and notify the provider that they may have had exposure to lice.
- Staff who have actual lice infestations should be asked to notify their intimate contacts so that they may also be treated if necessary. This will discourage re-infestation.

IX. Education

- Shelter staff should be trained in control of communicable diseases including lice infestation.
- In the event of a lice infestation at your agency, clients should receive verbal and written information regarding the prevention and identification of lice, including the following:
  a. ***Avoid*** sharing clothing, hats, pillows, blankets, combs, and hairbrushes.
  b. ***Avoid*** sleeping close enough to another person that you are touching that person.
  c. ***Avoid*** direct contact with persons that itch.
  d. If you or someone you know has an itchy rash, or has nits, seek medical treatment immediately and follow through with the prescribed treatment.

X. Additional Handouts Available From Public Health

- **Lice Aren't Nice**
  Patient information about lice and lice treatment.
- **Parent Checklist for Lice Infestation**
  Checklist designed to assist parents with the management of lice treatment.
- **Staff Checklist for Lice Infestation**
  Checklist designed to assist staff with the management of lice outbreaks.
- **Sample Letter**
  Letter to schools and child care providers regarding lice diagnosed at shelter.
- **Sample Note**
  Note to health care provider regarding shelter client suspected of having lice.
- **Shelter Health and Safety Standards**
  General guidelines regarding the control of communicable diseases in shelter settings.

REFERENCES

Recommended Shelter Health and Safety Best Practice:

Chin, James (Ed). Control of Communicable Diseases Manual. American Public Health Association, 17th Ed. 2000.

O'Connell, J. (Ed). The Health Care of Homeless Persons: A Manual of Communicable Diseases and Common Problems in Shelters and on the Streets. Boston Health Care for the Homeless Program. 2004.

Scabies Policies and Procedures:

Brickner, Scharer & Conanan: Health Care of Homeless People. Springer Publishing Company. NY, NY. 1985. p35-55.

Estes, S.A. & Estes, J.: *Therapy of Scabies: Hospitals, Nursing Homes and the Homeless.* Seminars in Dermatology. Vol 12. No 1. March 1993. p26-33.

Estes, S.A.: The Diagnosis and Management of Scabies. Reed & Carnrick. Piscataway, NJ. 1988.

O'Connell, J. (Ed). The Health Care of Homeless Persons: A Manual of Communicable Diseases and Common Problems in Shelters and on the Streets. Boston Health Care for the Homeless Program. 2004.

Lice Policies and Procedures:

Brickner, Scharer & Conanan: Health Care of Homeless People. Springer Publishing Company. NY, NY. 1985. p145-150.

Donnelly, E., and Lipkin, J: *Pediculosis Prevention and Control Strategies of Community Health and School Nurses,* Journal of Community Health Nursing. 1991, 8(2). p85-95.

Halpern, J.S.: *Recognition and Treatment of Pediculosis in the Emergency Department,* Journal of Emergency Nursing. 1994. April 20(2). p103-133.

O'Connell, J. (Ed). The Health Care of Homeless Persons: A Manual of Communicable Diseases and Common Problems in Shelters and on the Streets. Boston Health Care for the Homeless Program. 2004.

ATTACHMENT I
(Human Services Resource Guide)

Banks

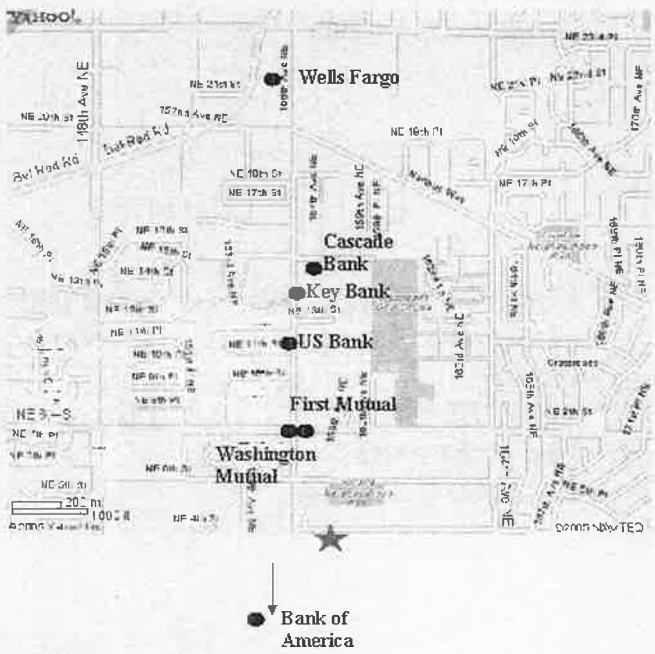
First Mutual Bank
15535 NE 8th St.(425)
644-4214
Distance: 0.5 miles

US Bank
1128 156th Ave NE
(425) 401-1388
Distance: 0.4 miles

Key Bank
3240 156th Ave NE
(425) 641-3322
Distance: 1.5 miles

Bank Of America
10555
(206) 358-5112
Distance: 3.6 miles

Cascade Bank
15751 NE 15th St
(425) 643-6200
Distance: 0.6 miles



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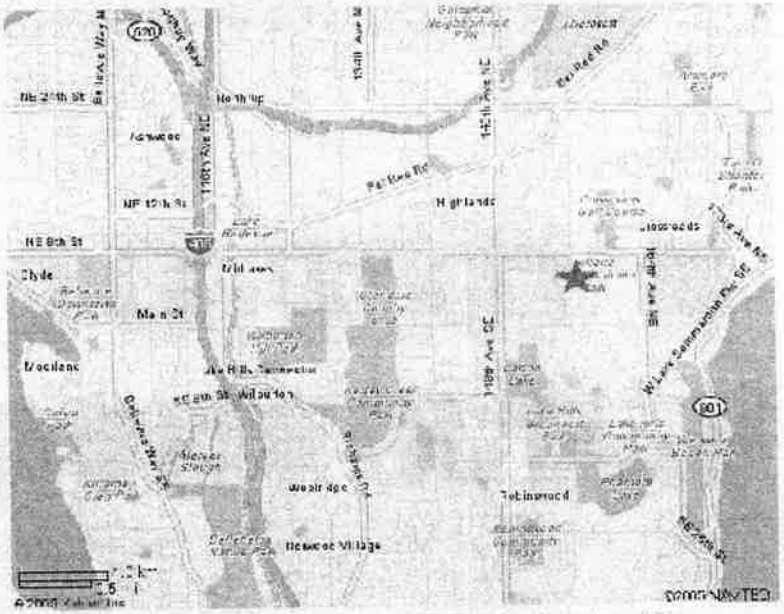
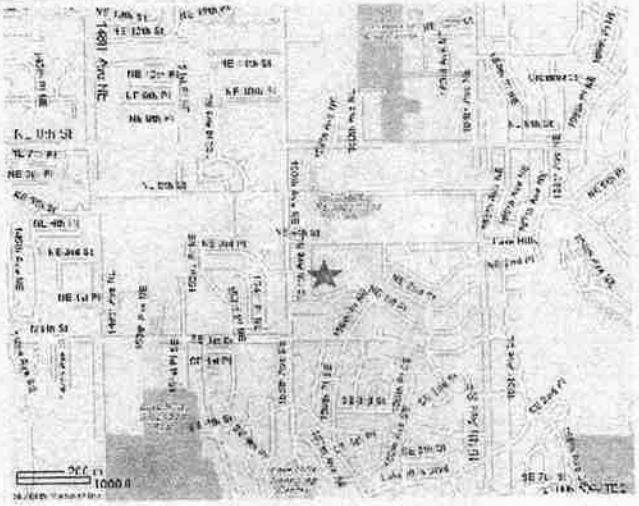
- All addresses are within Bellevue unless otherwise noted.

- All distances are calculated from Temple B'Nai Torah.

- If you need help locating any additional services, please call the Community Information Line at (206) 461-3200 / 2-1-1 or the Bellevue Human Services Division at (425) 452-6884.

Temple B'nai Torah
15727 NE 4th St.
Bellevue, WA 98008





NOTES

Grocery Stores

QFC Quality Food Center
15600 NE 8th St # K1
(425) 865-0282
Distance: 0.2 miles

Crossroads Grocery Outlet
15625 NE 8th St.
(425) 633-1640
Distance: .35 miles

Crossroads Mini Mart
1422 156th Ave NE
(425) 643-7152
Distance: 0.6 miles

Walmart
15063 Main Street
(425) 643-9054
Distance: .75 miles

Trader Joe's Co
15563 NE 24th St.
(425) 641-5069
Distance: 1.5 mile

7-Eleven
(425) 885-0197
15521 Bel Red Rd
Distance: 1.2 miles

Safeway
1645 140th Ave NE
(425) 373-5263
Distance: 1.3 miles

Uwajimaya Inc
(425) 747-9012
699-120th Ave. NE
Distance: 2.7 miles

Post Office

US Post Office
15731 NE 8th St
(800) 275-8777 or 425-401-0892
Distance: 0.2 miles

Gas Stations

Circle K
15615 NE 8th St
(425) 957-0306
Distance: 0.2 miles

Chevron
16256 NE 8th St.
(425) 643-2278
Distance: 0.4 miles

Chevron
15 148th Ave NE
(425) 746-7564
Distance: 0.6 miles

Libraries

King County Library
Crossroads Shopping Center
15600 NE 8th St
(425) 644-6203
Distance: 0.2 miles

Lake Hills Library
15590 Lake Hills Blvd
(425) 747-3350
Distance: 0.8 miles

Government/ Municipal Court

Social Security Administration
636-120th Ave. NE, Suite 100
(800) 772-1213
Distance: 2.70 miles

Washington State Department of Social and Health Services (DSHS) - Crossroads
805 156th Ave. NE
(877) 501-2233 or (800) 562-3022
Distance: 0.33 miles

King County District Court
1309 114th Ave SE, #100(206) 205-9200 or (800) 325-6165
Distance: 4 miles

Bellevue City Hall
450-110th Ave. NE
(425) 452-6800
Distance: 3.4 miles

Bellevue Mini-City Hall
Crossroads Bellevue Shopping Center
NE 8th & 156th
(425) 452-2800
Distance: .3 miles

Food Banks and Feeding Programs

Hopelink
Food Bank
Emergency Feeding Services
14812 Main Street
(425) 943-7555
Distance: 0.81 miles

World Impact Network
Food Bank (Mon & Wed - 10am-1pm and Tues. 4pm-6:30pm)
15022 Bel-Red Road
(425) 746-7676
Distance: 1.4 miles

Emergency Feeding Program
Emergency Food Packs
St. Andrew's Lutheran Church
2650 148th Ave. SE
(425) 653-1652
Call for other distribution locations in Bellevue
Distance: 2.45 miles

Salvation Army
Weekday Evening Community Dinners
2643-151st Place NE, Redmond
(425) 452-7300
Distance: 0.7 miles

Shelters

Congregations for the Homeless
Indoor shelter for single adult men hosted by local faith communities
(425) 289-4044 or (425) 289-4044

The Landing
Indoor emergency shelter for young adults age 18-23.
Open 9 pm - 9 am Sunday through Thursday
16225 NE 87th St., A-1, Redmond, WA 98052
(425) 869-6490
Distance: 6 miles

The Sophia Way
Indoor shelter for single adult women
St. Luke's Lutheran Church
3030 Bellevue Way
(425) 463-6285
Distance: 5.8 miles

Hospitals

Group Health Hospital
11511 NE 10th St.
Bellevue, WA 98004
(425) 502-3000
Distance: 3 miles

Overlake Hospital
1035 116th Avenue NE
(425) 688-5000
Distance: 2.95 miles

Employment (continued)

Labor Ready
14315 NE 20th
(425) 688-8878
Distance: 1.8 miles

Westminster Chapel Job Support Ministry
13646 NE 24th Street
(425) 562-8028
Distance: 2.4 miles

Legal Information

Catholic Community Services (Bellevue)
875-140th Ave. NE, Suite 205
(425) 213-1003
Distance: 1.35 miles

Eastside Legal Assistance Program
(425) 747-7274

King County Bar Foundation - Pro Bono Services
206-267-7100

Employment

Bellevue College
Workforce Education
Worksource Affiliate Site
3000 Landerholm Circle, Bldg. B, Room B31
(425) 564-4110 or 425-564-4054
Distance: 2.96 miles

Alliance of People with disAbilities
Support services for individuals with disabilities.
1150-140th Ave. NE, Suite 101
(425) 558-0993
Distance: 4 miles

Jewish Family Service
Eastside Multi-Ethnic Center
Bilingual Career Counselors and Case Managers specializing in immigrant and refugee communities.
15821 NE 8th Street, Suite 210
(425) 643-2221
Distance: 0.44 miles

Medical/Dental Clinics

Eastgate Public Health Center
Services provided on sliding scale to non-insured individuals
14350 SE Eastgate Way
(206) 447-8000 or 800-244-4512
Distance: 4.38 miles

HealthPoint
Medical and Dental Care to insured and non-insured individuals
16315 NE 87th Street, Suite, B-6, Redmond
(425) 882-1697
Distance: 6.89 miles

Rotacare Free Medical Clinic
No appointments. Open Saturdays from 9:30-11:30
Hopelink
14812 Main Street
425-828-4304
Distance: 0.81 miles

International Community Health Services
1050-140th Ave. NE
425-373-3000
Distance: 1 mile

Thrift Stores

Children's Hospital & Thrift
15137 NE 24th St
Redmond, WA
(425) 746-3092
Distance: 1.3 miles

Goodwill Bellevue
14515 NE 20th St
(425) 649-2080Distance: 1.8 miles

St Margaret's Thrift Shop
4228 Factoria Blvd SE
(425) 641-6830
Distance: 3.4 miles

Value Village
16771 Redmond Way
Redmond, WA
(425) 883-2049
Distance: 4.1 miles

Clothing Banks

Bellevue Seventh Day Adventist Church
Open Wednesdays 9:30 a.m. to noon
15 140th Avenue NE
(425) 746-1763
Distance: 1.80 miles

YWCA Working Wardrobe
Business attire for men and women with job interviews or work
16601 NE 80th Street, Redmond
(425) 556-1350
Distance: 6.42 miles

Houses of Worship
(within one mile)

New Hope Ministries
15760 NE 4th St
(425) 746-3730
Distance: 0.0 miles

Cross Of Christ Lutheran Church
411 156th Ave NE
(425) 746-7300
Distance: 0.1 miles

St Louise Catholic Church
141 156th Ave SE
(425) 747-4450
Distance: 0.3 miles

Calvary Lutheran Church
16231 NE 6th St
(425) 401-1595
Distance: 0.3 miles

Church Of The Resurrection
15220 Main St
(425) 746-0322
Distance: 0.3 miles

Church Of Holy Apostles
15220 Main St
(425) 351-1423
Distance: 0.3 miles

Unity Church Of Bellevue
16330 NE 4th St
(425) 747-5950
Distance: 0.3 miles

Eastside Bahai Center
16007 NE 8th St.
(425) 957-1919
Distance: 0.6 miles

Church Of Jesus Christ Of LDS
14536 Main St
(425) 747-4250
Distance: 0.7 miles

Bellevue Christian Reformed
1221 148th Ave NE
(425) 747-5288
Distance: 0.8 miles

Lake Sammamish Foursquare Church
14434 NE 8th St
(425) 463-7000
Distance: 0.8 miles

Islamic Center Of Eastside
14700 Main St
(425) 746-0398
Distance: 0.6 miles

Overlake Park Presbyterian Church
1836 156th Ave NE
(425) 746-8080
Distance: 0.9 miles

St Peters United Methodist Church
17222 NE 8th St
(425) 747-3210
Distance: 0.9 miles

Bus Transportation

Metro Rider Information Line
(206) 553-3000

Metro ORCA-LIFT (reduced fare)
Can enroll at:
Crossroads Shopping Center at Mini City Hall
15600 NE 8th St. (every Monday 10:00am-1:00pm)
or
Eastgage Public Health Center
14350 SE Eastgate Way (Mon., Tues., Thurs., and Friday: 8:00am-5:00pm and Wed. 9:00am-6:00pm)

Hopelink
800-923-7433
(medical transportation for Medicaid patients)

Sound Transit
800-201-4900

Bus Transportation

Routes At Major Intersections
156th Ave NE & NE 4th St
Distance: 0.1 mile W
Route MT 226 Eastgate P & R
Route MT 245 Factoria/Kirkland
Route MT 890 Crossroads

NE 8th St & 156th Ave NE
Distance: 0.3 mile N
Route MT 221 Education Hill

164th Ave NE & NE 4th St
Distance: 0.4 mile E
Route MT 221 Eastgate P & R

156th Ave NE & NE 10th St
Distance: 0.4 mile N
Rapid B Line Bellevue Transit Center/Redmond TC
Route 245 Factoria/Kirkland

Crisis Services

Crisis Clinic
Crisis Line
1-866-427-4747 or 2-1-1

LifeWire
Crisis Line
1-800-827-8840 or 425-562-8840

King County Sexual Assault Resource Center
Crisis Line
1-888-998-6423

Shower Facilities

Bellevue Aquatic Center
601-153rd Avenue NE
(425) 452-4444
Distance: 0.34 miles
Fee: $2.00
Preferred times are 8:00 am - 7:30 pm

Laundry Self-Service

Overlake Village Maytag Laundry
14910 NE 24th St
Redmond, WA
(425) 881-0303
Distance: 1.3 miles

Supplies/Hardware/Auto

O'Reilly's Auto Supply
4000 Factoria Blvd. SE
(425) 747-3856
Distance: 4.5 miles

Seattle Hardware Co
14505 NE 20th St
(425) 456-3385
Distance: 1.2 miles

Napa Auto Parts
2033 140th Ave NE
(425) 746-5801
Distance: 1.5 miles

Home Depot
325 120th Ave NE
(425) 451-7351
Distance: 2.8 miles

Big 5 Sporting Goods
4055 Factoria Blvd SE
(425) 747-5230
Distance: 3.3 miles

Fred Meyer
17667 NE 76th St
Redmond, WA
(425) 556-8000
Distance: 4.2 miles

(Note: Fred Meyer in Overlake area is currently closed for renovation)

Bellevue
Resource Information Booklet

CITY OF BELLEVUE WASHINGTON