



Community Clean-Up Program Toolkit

A TOOLKIT DEVELOPED FOR COMMUNITIES

Developed by

Jessica Bridgeman, Regional Harm Reduction Coordinator, Interior Health

Jessica Mensinger, MHSU Practice Lead, Interior Health

Developed: 26 Jun 2019

TABLE OF CONTENTS

Philosophy	3
Purpose	3
Goals of Community Clean-Up Program	3
Target Population	3
Recruitment	3
Program Description	4
Step 1: Sign up	4
Step 2: Orientation and Program Review	4
Step 3: Training	4
Step 4: Community Clean-Up	4
Step 5: Documentation & Payment	5
Provider Expectation	5
Appendix A: Community Clean-Up Program Contract	6
Appendix B: Registration Form	7
Appendix C: Payment Application	8
Appendix D: Sign In / Sign Out Sheet	9
Appendix E: Clean up Kit Inventory List	10
Appendix F: Collection Summary Form	11
Appendix G: Submission for Honoraria / Incentive Payment	12

PHILOSOPHY

Work is a vital part of the lives of all people, including those with lived experience of substance use. The maintenance of a healthy lifestyle depends on a balance between work and leisure. For people with lived experience, or Peers, volunteering provides a meaningful way to interact with others, develop social networks and provide service to one's community. The Peer Engagement Principles and Best Practices acknowledge that partnering with peers promotes the credibility and legitimacy of health providers, thereby increasing buy-in from the community and acceptance of decisions.

PURPOSE

This toolkit has been developed to provide a sample program which focuses on providing Peers an opportunity to receive support while participating as a volunteer in community clean-up initiatives. The sample program is based upon a low barrier, drop-in model and can be adapted and changed based on the needs of organizations interested in offering this type of service. Addressing the issue of improperly discarded sharps is best done using a collaborative stakeholder approach where multiple community partners are involved in the process. Please review our [Safe Sharps Disposal Toolkit](#) for additional context on managing improperly discarded needles in your community.

GOALS OF COMMUNITY CLEAN-UP PROGRAM

- 1) Assist the individual to build confidence and self-esteem through the provision of a work-related role.
- 2) Provide the individual with the opportunity to participate and/or provide service to his/her community.
- 3) Collect inappropriately discarded needles and other drug related supplies within communities.

TARGET POPULATION

This program will be available for anyone who identifies as having current or past lived experience of substance use.

RECRUITMENT

To recruit peers, flyers and word of mouth will typically work best. In some communities where illegal drug use is highly stigmatized, it may be difficult to recruit a diversity of peers, as they will be “coming out” as a person who uses drugs. The Peer Engagement Principles and Best Practices guide¹ acknowledges that identifying as a person who uses drugs has its ongoing impacts within the communities they live in. As such, anonymity and confidentiality cannot be stressed enough during this process.

Descriptions and/or expectations of individuals who sign up for the program are useful in the recruitment process and provided in [Appendix A: Community Clean-up Program Contract](#). Recruiting peers may take time, so start a few weeks in advance. Peer run organizations, or contracted agencies engaged in harm reduction services can be an excellent source for recruiting peers.

The program model is designed to provide individuals with the opportunity to participate in and/or provide service to their community through clean-up efforts targeted at inappropriately discarded needles and related drug supplies. This is a low barrier, pre-employment opportunity which will provide incentive payments to all individuals who register with the program and participate in clean-up.

¹ Peer Engagement Principles and Best Practices. A guide for BC health authorities and other providers. Version 2. (2017). Retrieved from, <https://towardtheheart.com/assets/uploads/1516141269o4KkCMkq2ytmhxVyGjcQ9DSWtUo1d8FLnzYdlv.pdf>

PROGRAM DESCRIPTION

Step 1: Sign up

Individuals may self-refer through drop-ins. Community case managers or social service agencies may also refer an individual to the program. There should be no more than 3 individuals registered each day. Sign-up is on a first come first served basis. A sign-up sheet for future days may be made available to encourage planning and follow through for individuals.

When an individual presents to sign-up the following forms should be completed:

- [Appendix A](#): Program Contract
- [Appendix B](#): Registration Form
- [Appendix C](#): Payment Application
- [Appendix D](#): Sign In / Out Sheet

Step 2: Orientation and Program Review

The individual will be provided with an orientation to the community clean-up program and related expectations as described in the program contract form. Program activities and tasks expected of participants include:

- Be provided with all relevant supplies included in the Community Clean-up Kit Inventory List (see [Appendix E](#) for description and inventory). Review kit contents and expectation for returning at end of shift.
- Connect with local needle hotlines or harm reduction agencies to find any 'hot spots' that need attention.
- Provide on foot (or bike if appropriate) patrols through identified areas of the community for the purpose of retrieving discarded needles and/or other related drug supplies.
- Return all needles, garbage and supplies at the end of shift.
- Document collection of used needles on the Collection Summary Form ([Appendix F](#)).
- Complete Sign In / Out Sheet before and after shift ([Appendix D](#)).

Step 3: Training

Training for participants in a community clean-up program can vary, but at a minimum, should include some safety tips on handling and disposal of used needles and other drug use supplies. What communities want to do with their program will help to define what type of training might be needed for participants.

A more robust program may want to invest in some formal training for all participants before they start. Sample training materials can be accessed by emailing your local Harm Reduction Coordinator at harmreduction.coordinator@interiorhealth.ca.

At a minimum training should be provided on how to properly pick up and dispose of discarded needles as well as what to do if you are poked by a needle. Please review the following resources: [Safe Needle Disposal](#), [Safe Needle Disposal Poster](#), and [Community Needle Stick Injuries](#).

Step 4: Community Clean-Up

Participants will be provided with one of the Community Clean-up Kits ([Appendix E](#)) and will spend 2 hours on foot (bike if appropriate) collecting any improperly disposed needles and/or other drug related supplies from community locations. The individual should be provided with the local resources list and encouraged to check in with those groups to prioritize certain areas or 'hot spots' at that time. Any additional community information may be provided at the beginning of the shift.

Step 5: Documentation & Payment

Individuals will return after two hours and sign-in all program materials and any collected needles or garbage. Individuals will complete the Sign In / Out Sheet ([Appendix D](#)) and the Collection Summary Form ([Appendix F](#)) with staff prior to leaving.

Completion of the Submission for Honoraria / Incentive Payment ([Appendix G](#)) form is completed at this time.

Payment is an incentive of \$15.00 / hour of work and is provided in the form of a cheque. Individuals may be paid daily, weekly or monthly depending on the agreed upon arrangement at the time of registration.

When developing and finalizing your program it is important to consider the implications of employment on people receiving social or disability assistance. Please review the [Paying Peers in Community Based Work](#) resource for special considerations.

PROVIDER EXPECTATION

One of the main considerations in starting a program like this is around the agency taking on the lead. Managing issues of inappropriately discarded needles in a community is always better done through community collaboration and integration with existing peer services or networks. For more information on this you can visit our [Safe Sharps Disposal Toolkit](#) resource.

Consider the type of roles and in-kind support that can be offered through local partnerships. A typical breakdown might look like this:

Partner organizations and social service provider's responsibilities may include:

- recruitment of peers to the program
- providing training and ongoing support for education and awareness of the program
- assistance with identifying hot spots
- soliciting feedback from local businesses/residents on the successes or challenges of the program
- participate as members of action teams as needed

Lead agency responsibilities may include:

- providing financial and human resource time to the program (such as giving honorarium payments to peers and completing/managing program paperwork)
- stocking and managing supplies for the program
- Supervising participants in the program and providing support as needed (e.g. A participant may need to debrief an incident one day)
- following up with participants who might not show up for a shift

APPENDIX A: COMMUNITY CLEAN-UP PROGRAM CONTRACT

Participant Information			
Participant Name			
Date of Birth		Phone	
Lead Agency Contact Name			

Volunteer Agreement			
I volunteer to participate in the activities outlined below. I understand that I will be reimbursed at a rate of \$15.00/hour for expenses to a maximum of \$100.00 per month.			
Participant Signature		Date	
Supervisor Signature		Date	

Participant Activities and Tasks
<input type="checkbox"/> Touch base with the local program contact or harm reduction agency to find out what neighborhood(s) needs attention
<input type="checkbox"/> Connect with local needle hotlines or harm reduction agencies to find any 'hot spots' that need attention
<input type="checkbox"/> Collect your clean up kit from:
<input type="checkbox"/> On foot (bike if appropriate) patrols through identified areas of the community for the purpose of retrieving needles or other related drug litter
<input type="checkbox"/> Return all garbage and supplies at the end of your 2 hour shift
<input type="checkbox"/> Receive incentive payment in cheque

Number of Hours			
Minimum:	2 hours /day	Maximum:	2 hours / day
Negotiated hours/shifts:			

Incentive Payment			
The incentive payment will be administered by (Agency Name)			
I certify that this client is eligible and I authorize the expenditure:			
Signed by		Date	

APPENDIX B: REGISTRATION FORM

Date	
To	Community Clean-up Coordinator

The following individual will be participating in the community clean-up program:

Registration Information			
Name		Phone	
Address			
Case Manager		Phone	
Community			
Start Date		End Date	

Preferred Payment Method		
<input type="checkbox"/> Daily after each shift	<input type="checkbox"/> Weekly on Friday	<input type="checkbox"/> Monthly (last Friday of the month)

APPENDIX C: PAYMENT APPLICATION

Application Date	
-------------------------	--

Section 1:	Initial Application Client Information		
Name		DOB	
Address			
Phone			
Mail Community Clean-up Cheque to:			
<input type="checkbox"/> Client's home <i>(to the address above)</i>			
<input type="checkbox"/> Community Agency Name & Address			
<input type="checkbox"/> Other Name & Address			

Section 2:	Community Clean-up Amount	
Expected Weekly Hours		
Monthly Community Clean-up Amount		
Payment Start Date		

Section 3:	End Community Clean-up	
Payment End Date		
Signature		
I certify that the information provided is true to the best of my knowledge.		
Client Signature	Witness Signature	ODP Nurse

APPENDIX E: CLEAN UP KIT INVENTORY LIST

- Tongs
- Backpack
- Vest
- Sharps containers
- Garbage bags
- Laminated list of local hot spots (community specific)
- Laminated list of local service providers and program contacts
- Multiple copies Collection Summary Form – Appendix H
- Rubber gloves

APPENDIX G: SUBMISSION FOR HONORARIA / INCENTIVE PAYMENT

Date		
Name		
Hours		
Work Completed:		
Participant		
<p>By signing below you are acknowledging that you completed the work above and are eligible for an honorarium/incentive payment in the amount of \$ _____.</p> <p>Please accept this payment as a small token of our appreciation for your assistance and support in the above mentioned work.</p> <p>Thank you,</p>		
Participant	Witness (IH Staff)	