

PROTOCOL TO BE OBSERVED BY STAFF AT THE HOUSE

1. This is Devra's residence and the need for privacy is of utmost importance.
2. Staff should enter and exit through the lower level of the house when reporting for work and leaving for the day.
3. Unnecessary conversation and socializing should not take place in the house. The kitchen is off-limits for any congregating or socializing. Work-related discussions, phone calls and staff meetings should take place on the lower level.
4. Keep personal phone calls to a minimum and refrain from using the house telephone number. Use 961-8585 for incoming and outgoing business calls. Cell phones should be at the lowest pitch in the house.
5. A code of dress should be observed. Sloppy attire is not acceptable.
6. Work hours are from 9 a.m. – 5 p.m. for clerical workers. House manager and the assistant work from 8:30 a.m. – 4:30 p.m. unless Devra requests otherwise.
7. The lower level kitchen facilities should be used for all food consumption.
8. Keep the noise level to the minimum especially at noon when Devra rests.
9. Please do not enter Devra's room if the door is shut. If it is absolutely necessary to go in make sure you knock first, wait for a response and then enter if she says it's OK to come in. Her room is the only place she can have some privacy.
10. Also, please be more aware of Devra's need for privacy during SAI and other events. We must keep the noise level down and remind others in the house too.
11. Make sure the lights are turned off and the heat/AC lowered or turned off before you leave for the day.
12. If you are not coming in to work or if you are going to be late please inform the main office of your absence or lateness.
13. Devra would like for the House Management staff to have aprons with their names on it and to wear khaki pants and NKS logo polo shirts.
14. All staff must sign the confidentiality contract. No information concerning Devra or her family should be divulged to anyone.
15. We should all try our very best to work together as a team thereby making Devra's life a lot easier and less stressful.

24 June 2003