



## **Yad I'Yad Guidelines for Confidentiality & Safety**

- Please keep all information about the visatee completely confidential, regardless of the format in which it was received, be it written or verbal, communicated electronically or by phone. While private congregants may tend to share information about each other in a spirit of caring, we must be absolutely rigorous about safeguarding information when serving in an organized society that represents the synagogue.
- Please do not provide any financial support or advice, bill-paying assistance, or any kind of financial services.
- Please avoid any personal data such as a visatee's computer password or e-mail.
- Please do not give medical advice, pick up prescriptions, or dispense any medications to a visatee.
- Please avoid providing personal care (feeding, lifting, transporting, moving, etc.) that may put you or the visatee at risk.
- Please use your best judgment and check with support leadership or clergy if you have concerns for a visatee's or your own safety. Be alert.
- If you are going to be left alone with someone who is bed bound, ill or very fragile, please request the telephone number of the primary care giver and an emergency contact.
- Please report visits or calls within three days using the brief form at <http://yadlyad.org/reportbaform.html>