



## **1415.1: Maintenance of Office**

The GA Supervisor:

- maintains an office open at hours known to the residents of the Unit, with space assuring reasonable privacy for applicants/clients, provided with office supplies and equipment for staff activities; and
- designates office hours dependent on community conditions, providing for emergency contact after hours and, in small Units where regular hours are not practical, arrangement for leaving names and addresses so they may be contacted.