

Catholic at heart . . . welcoming to all



March 23, 2021


## **Guidelines for Exchange of Seasonal Clothing/Items**

**Purpose:** To provide a better quality of life and comfort for our residents during the change of season, the following guidelines have been established.


**Family:** Resident family members will be able to drop-off their spring/summer clothing, and pickup resident winter clothing. Exchange of clothing/items will be conducted at the Front Desk Lobby between, 11:00 a.m. – 2:00 p.m. and 4:00 p.m. – 6:00 p.m. Family members must call the Resident's Unit and inform the staff at least 1-2 days prior to the date that they will be arriving in order to give staff adequate time to prepare the winter clothing for exchange.

Prepackaged and pre-labeled individualized packages in sealed containers which can be safely stored at room temperature can also be dropped off at the Front Desk for the residents during the hours of, 11:00 a.m. – 2:00 p.m. and 4:00 p.m. – 6:00 p.m. These packages will be held for disinfection for 24 hours prior to delivery to the resident. No homemade foods or items permitted.

**Employees:** The Front Desk Receptionist will collect items from family member(s) and forward items to HFSL laundry to have the items marked, washed and brought up to the resident within 24-48 hours of arrival.

  
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Administrator

  
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Chief Executive Officer

  
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Medical Director