

### **Item Drop-Off During COVID-19 Pandemic**

Thank you so much for your patience and understanding as we continue to work through this difficult time.

#### **Long Term Care Process:**

- A table is outside of the Main Building entrance (ENTRANCE 1) under the awning for you to leave items. Food items should be shelf-stable, non-perishable items. Please do not enter the building.
- Please have items/bags/boxes clearly marked with the resident's name and room number. Please be sure to indicate if new clothes need to be sent to laundry for labeling purposes.
- It is preferred that you drop off items Monday – Friday between 8am – 4:30pm (please note that if items are left outside of these staffed times, we cannot guarantee the items will be safe and/or delivered until the next staff time).

#### **Rehab Process:**

- A table is located inside the vestibule of the Rehabilitation entrance (ENTRANCE 2) for you to leave items. Please do not enter the building.
- Please have items/bags/boxes clearly marked with the patient's name and room number.
- This table will be staffed from inside the building daily from 10:00a—6:30p (please note that if items are left outside of these staffed times, we cannot guarantee the items will be safe and/or delivered until the next staff time)