



HCH *Here to Care.*

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Thursday, November 11, 2021

MEMO:

**Regarding: NEW Resident Personal Clothing Drop off Bin for Labeling
Distribution: Grace Manor Families and Residents
From: Jessica Radon, Administrator**

Dear Families and Residents,

We are writing to inform you of a ***NEW*** process being implemented for receipt and labeling processes for Resident Personal Clothing.

Effective Monday November 15, 2021 there will be a **NEW Resident Personal Clothing Drop off Bin** located by the Resident and Family information Board (beside the family room) in the Grace Manor Atrium. Families are encouraged to follow the process below and to no longer bring any new clothing to be labelled to resident home areas.

The following process has been implemented for families and residents bringing in new clothing items that require labeling:

- 1) Families or Residents are required to fill out the **Record of Personal Clothing & Personal Effects Form**, itemizing the new clothing brought in (form will be available at the bin).
- 2) Place the completed form in a clearly marked bag.
- 3) Place the labeled bag with the completed form in the bin.
- 4) Laundry staff will collect the items from the bins for labeling **every Monday, Wednesday and Friday**. Items will be distributed to resident home areas once completed.

Please let me know if you have any questions about this process. We hope this process will help eliminate incidents of missing clothing within the home.

Thank you for your ongoing patience!

A handwritten signature in blue ink, appearing to be "JR", is located below the text.

Jessica Radon
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