

“For Your Information”

(A periodic publication by Sherwood Oaks Executive Director, Annette McPeck)

September 18, 2020

Raffle Tickets

Due to the current pandemic, this year’s UPMC Celebrating Senior Champions dinner will be held as a virtual event. A 50/50 raffle will replace the raffle baskets. Proceeds will be split evenly between the winner and UPMC Senior Communities Benevolent Care Fund. The winning ticket will be randomly drawn at the October 22 event and the winner will be notified. You do not need to attend the virtual event to win. Tickets are 1 for \$20, 3 for \$45, and 6 for \$60. Residents and staff are welcome to purchase tickets at the reception desk through September 30.

Photocopies

We have adjusted the time frames for copy machine use. The receptionists can make photocopies for residents and committees between 8 a.m.-noon and 4-7p.m daily.

New Package Slips

We are changing the yellow “parcel” slips we have been using to notify you that a package has been delivered to the reception desk. The new (yellow) slips will say “USPS Delivered Parcel” and will be placed into your cubby hole, not your USPS mailbox.

Medical Office Reminders

Just a reminder that you should only proceed to the Medical Office and Community Nurse Office if you have a scheduled appointment. If you have questions for the physician or nurse, want to pay a bill, or schedule an appointment, we ask that you call the Medical Office at ext. 8480 or the Community Nurse at ext. 8497. Masks/face coverings are mandatory for residents and staff and temperatures will be taken before entry into the Medical Suite area.

Also, family members and/or guests are not permitted inside the building; therefore, they should not be accompanying you to the Medical Office. If you need assistance getting to your scheduled appointment, please contact a Community Nurse at ext. 8497.

Flu Shots

The Medical Office will be administering flu shots to Independent Living residents. Flu shot clinic dates and times will be established once the flu shots arrive. More information will be provided as it becomes available.

Deceased Mail

To comply with Federal regulations, we are no longer able to collect and/or forward deceased mail. Executors or administrators must visit their local United States Post Office to file a request. They will need to provide valid proof that they are the appointed executor or administrator authorized to manage the deceased's mail. Visit www.usps.com for more information.