



SISTERS OF ST. JOSEPH OF CARONDELET
Saint Joseph's Provincial House

385 WATERVLIET-SHAKER ROAD
LATHAM, NEW YORK 12110-4799

July 27, 2012

Nurse Connections
11 Computer Drive West
Albany, New York 12205

Director of Nursing,

We appreciate your assistance in supplying staff to our facility.

At this time we would like to provide information regarding personal appearance issues for both our own and agency staff.

Our policy is as follows:

- No long fingernails
- No facial piercing
- No dangling earrings
- Hair up and pulled back
- Shoes with closed heels and toes

Please acquaint your staff with this policy so that we may continue to use your services.

Thank you,

Rebecca Sutliff, RN
DOHC

REC'D JUL 30 2012

**TO: THE NURSES AND AIDES WHO WORK AT
ST. JOSEPH'S PROVINCIAL HOUSE**

We are grateful for your service to our Sisters at the Provincial House. We want you to be aware and to honor the religious devotions of the Sisters which are deeply important to them.

Each morning there is morning prayers followed by Mass in Chapel. For Sisters who cannot attend, we ask that you check and put on their TV to Channel 7 so that they can listen and view both prayers and Mass. Morning prayer begins at 7:45; Mass at 8:00. On Sunday, Mass is at 10:00.

We expect an atmosphere of quiet throughout the house during these times of prayer and worship. Near the end of the Mass, there are Sisters who are Eucharistic ministers who bring Communion to the Sisters in their rooms on A-wing. They ring a bell to let the Sisters and staff know that they are coming. We ask all staff to be reverent and to allow these Sisters to come without any interruptions.

Thank you,

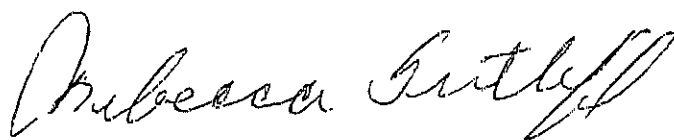
*Rebecca Sutliff, RN
DOHC*

Rebecca SUTLIFF

MEMO

Any linen used by a patient who has been put on isolation precautions due to an infectious disease must be placed in a red bag. The bag is then placed in a waterproof regular linen bag and put in the laundry cart located in the dirty utility room. Contaminated materials/trash must be placed in a red bag and then placed in the red garbage barrel located in the dirty utility room. If or when any linen becomes excessively soiled by feces, it must be placed separately in a clear bag and marked HEAVILY SOILED.

April 17, 2014



Rebecca Sutliff, RN

DOHC