



St. Michael's Long  
Term Care Centre



7404 . 139 Avenue  
Edmonton, Alberta  
T5C 3H7

**Tel:** 780- 473-5621  
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**Toll Free:** 1-800-472-6169

**Email:** smeccs@smhg.ca

**Website:** smhg.ca

Member of  
St. Michael's Health Group



## Guidelines to Dropping off Items for LTCC Residents:

- **Before coming to drop off:**
  - **Call St. Michael's Main Reception 780.473.5621** providing your name, phone number and the Resident's name and advise them what time you plan to drop your items off between:
    - **10:00 – 2:00 pm**
    - **3:30 – 5:30pm.**
- Enter the vestibule of our Main Entrance and leave the bag on the table.
  - Please do not enter the facility.
  - The Main Receptionist should wave acknowledgement to you.
- Consider selecting items that can be easily cleaned and disinfected by SM staff – please be aware that items will be quarantined for 72 hours before delivery.
- Be aware any clothing items will be sent for labelling and laundering before being given to the Resident.
  - If you need the items tried on first please put a clear note on the items and staff will contact you before labelling.
- Please leave all items in manufacturers packaging. No open loose food items. No homemade food/treats/drinks or perishable items are permitted at this time.
- Please try to limit deliveries of items to once per week.
- Wrap the items in a clear plastic bag and with permanent marker write the Resident Name and room number on the outside of the bag.
- If we determine we are unable to safely provide any item to the Resident, you will be phoned and arrangements made to return the items to you

Thank you!