

Dear Residents, Families and Friends,

The holiday season is upon us! As a reminder, Saint Mary's Home of Erie must comply with specific regulations and we thought now would be a good time to review these policies.

Holiday Decorations and Floral Arrangements

Life Safety regulations limit what decorations are acceptable. We want our residents to enjoy holiday decorations but please be aware of the following as we are not able to accept items that do not comply:

- No real (live) Christmas Trees or fresh cut pine arrangements or wreaths
- No candles of any kind except for those in the chapel
- No extension cords, surge protectors or adapters
- If decorating with an artificial Christmas Tree or artificial arrangements, there must be an official tag on the item stating that it is fire retardant and there must also be a (UL) tag on any lights

Gifts for Employees

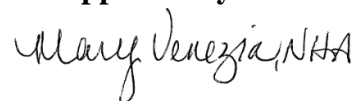
Per federal regulations, individual employees of Saint Mary's are *not* permitted to accept gifts or cash gifts from residents or their families at any time. Edible items that can be shared with the entire unit or department are permitted.

We understand that many people generously want to thank our employees with a gift. While not expected, Saint Mary's will gratefully accept donations to our **Employee Fund**. The Employee Fund is used to organize special treats and small gifts of appreciation that can be shared equally with all of the employees at Saint Mary's! Donations to the Employee Fund can be made:

- **Cash or check**, made payable to *Saint Mary's Home of Erie*, and sent to Development Office, Saint Mary's Home of Erie, 1781 West 26th Street, Erie, PA 16508
 - Please include a note with the contribution or in the memo line of the check that indicates the gift is for the "Employee Fund"
- **Online** at www.stmaryshome.org/charitable-giving
 - Please select "Employee Fund" as the gift designation

If you have any questions about making a donation, please contact Emma Berkstresser in the Development Office at (814) 836-4394 or eberkstresser@smhe.org. If you have questions about corporate compliance or to report a violation, please contact Debbie Baer in the Compliance Office at (814) 836-4384 or dbaer@smhe.org.

We appreciate your understanding and wish you all a joyous holiday season!



Mary Venezia, RN, NHA
Administrator, Saint Mary's at Asbury Ridge