

MEMORANDUM

TO: Daughters of Sarah Nursing & Rehabilitation Center Families and Residents
FROM: Mark L. Koblenz, CEO
DATE: June 17, 2021
RE: ***SignUpGenius***

We are pleased to let you know that, starting today, we are unveiling an electronic, online way to sign up for visits with your loved ones through ***SignUpGenius***. We expect that this will simplify and streamline your ability to make visitation reservations.

The sign-up process should be fairly straightforward. Obviously, if you have any challenges, you can always call the numbers below.

1. The direct link to the sign-up portal is:
<https://www.signupgenius.com/go/10c0d4fafa92fa1f4c07-resident>

This link is also prominently displayed on our website (www.dossc.org) if you click on the “IMPORTANT INFORMATION REGARDING CORONAVIRUS” link at the very top of the web page.
2. You will be directed to an “Access Code Required” page. Enter the code: ***daughters21***.
3. You will then be in the sign-up program. As you scroll down, you will see the visitation slots available. On the right-hand side of each time slot will be a “Sign Up” button. Click the button for the visitation time slots you want. (If the button has a lock on it, it means that reservations can no longer be made for that particular slot.)
4. Once you have picked your slots, go to bottom of the page and click on “Submit and Sign Up”. You will receive an email confirmation of your reservations.

Please be aware of the following reservation guidelines:

- A. Reservations cannot be made on less than 24 hours’ notice. Please plan in advance.
- B. Reservations cannot be made further out than 2 weeks.
- C. While you can reserve a visit any number of days each week, to ensure that all residents have the prospect of a visit, each resident can only have one visit per day.
- D. Visits remain limited to only 2 visitors at a time, and remain up to 45 minutes in length.

If you encounter any difficulties, or are unable to utilize the on-line program, please call us at the following numbers:

For the MEU, Red, or Green Units, please call: 518-724-3202

For the Blue or Gold Units, please call: 518-724-3353

We also want to remind you that, if you or your loved one have not yet submitted names for Personal Care Visitors or Compassionate Care Visitors, you may do so by calling your loved one’s social worker.

We realize that there may be some preliminary glitches as we work with the new program. Thank you for your patience and understanding.

We trust that these arrangements will make your visits as meaningful and enjoyable as possible.