

THE GAZETTE



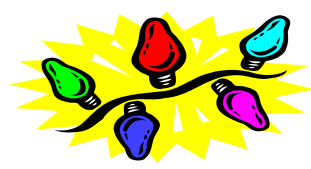
**DECEMBER
2018**

Libby Bortz Assisted Living Center
5844 South Curtice Street
Littleton, Colorado 80120
303.347.9755

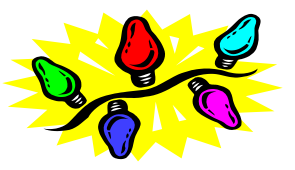


Libby Bortz Assisted Living Center

Marcy Plamondon - Administrator
Colleen Dennis - Office Manager
Ross Garcia New Horizon Foods - Food Services
Laura White - Resident Services Director
Emma Mallory/Ida Chacon - Medications
Jan Stephon - Marketing
Russell Nokes - Maintenance
Mandy Pacheco - Activities
President - Joe Rice Jr.
Vice President - Pauline Harms



"Family Night"
Friday, December 12th - 6:00 pm
Enjoy holiday music performed by
"Columbine High School Show Choir"



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Candlelight Dinner

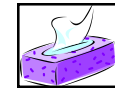
The Annual Candlelight Dinner, A festive "Dressy Casual Affair" will be held on December 20th at 5:00 p.m. Residents will enjoy an evening of fine dining while being serenaded by Violinist Anne Rich.



Keep "US" Healthy

If you have a cold or upper respiratory infection please make sure to:

- Cover your nose and mouth when you cough with a tissue or cough/sneeze into the bend in your arm. **Throw the used tissue away after using. Do not save to reuse another time.**
 - **Wash your hands frequently with warm water and SOAP. Wash your hands for twenty seconds (20).**
 - If using the public, restroom use the paper towel to open the door handle and then throw the paper towel away.
 - Use hand sanitizer when soap and water are not available.
 - If you are sick and feel like you have a fever and flu-like symptoms please remain in your apartment and notify the front desk.
- Families please do not visit the Center when you are sick.



House Rules: Safety & Security of Resident Medication & Valuables:

The Center recommends that residents not bring valuables into the Center. If a resident must bring valuables to the Center, a lock-box is available in each resident's apartment to store these items. Residents who self administer their own medication are required to keep their medication locked in the lock-box in their apartment. A small safe is also available for residents use in the Bookkeeping Office for valuables (i.e. jewelry, credit cards, ect.) Residents who keep valuables at the Center do so at their own risk, and Center is not responsible for any theft or loss of residents valuables.

Medication Program

If you are enrolled in the Medication Administration Program and are planning on leaving the facility during the upcoming holidays, please remember important guidelines:

Notification must be received at the reception desk 72 hours prior to your departure time. Notification must include the specific number of days and time you will be absent from the facility, Advance notice allows staff, time to prepare your medication and have them ready.