

## **RESOURCES FOR OUR CAREGIVERS**

Please know how much we value your commitment to our patients. We extend our deepest gratitude to you for your dedication to our patients during this time in which they need you the most. Even though our office staff is working remotely - we are still working! Call the office and dial any extension as you usually would. WE ARE HERE!

### **SAFETY FIRST!**

To ensure the safety of our patients and caregivers, please ask yourself this question each day before going to your patient's home: Do I have a fever, cough, sore throat or any other respiratory symptoms?

If the answer is yes, please do NOT go to your patient until you speak with a nurse on our Corona Response Team. Call 718.475.1259 or email [coronaresponse@preferredhcnyc.com](mailto:coronaresponse@preferredhcnyc.com).

As always, our patients and our staff are our number one priority. If you have any health-related concerns, please let us know!

### **TIMESHEETS**

Please help us reduce the use of timesheets by clocking in and out. This will allow less travel to the office. If you do need a timesheet, please call the office and make sure to practice social distancing by remaining a safe distance of 6 feet from other people whenever possible.

### **PAYCHECKS**

Please note that ALL paychecks will be mailed out. Please do NOT come into the office to pick up a paycheck as there will be no paychecks in the office.

***See below for office hours & locations for supply pickup***

## **OFFICE HOURS & SUPPLY PICKUP**

Office lobbies will continue to remain open based on the schedule below. Our offices lobbies will continue be open to our caregivers to be able to obtain essential supplies such as gloves, sanitizers etc. and timesheets. Please see below the scheduled day and times that Caregivers are able to pick up supplies for each of our locations. Please remember when you visit your local office for supplies you must bring your ID and Travel Letter and keep a safe distance between you and our office staff.

### **Corporate Office**

2357 60th Street  
Brooklyn, NY 11214

***Mon-Fri 10am to 2pm***

### **Westchester County**

19 Court St, Suite #405  
White Plains, NY 10601

***Tuesday & Friday 10am to 2pm***

### **Nassau County**

147 West Cherry Street, 2nd Fl  
Hicksville, NY 11801

***Friday 10am to 2pm***

### **Suffolk County**

1 South Ocean Ave, Suite 214  
Patchogue, NY 11772

***Friday 10am to 2pm***

### **Orange County**

21 Center Street  
Middletown, NY 10940

***Tuesday & Thursday 10am to 2pm***

### **Rockland County**

3 College Road, Suite 202  
Monsey, NY 10952

***Monday & Tuesday 10am to 2pm***