



**Dunwoody Village**  
**MEMORANDUM**

**March 31, 2020**

TO: ALL RESIDENTS  
FROM: Kathy Barton  
Director of Operations

RE: **CONTINUED UPDATE: COVID-19 PROTOCOL FOR DUNWOODY VILLAGE**

As reported via smart notice over the weekend, we have a positive COVID case in the care center. We are monitoring the patient and many staff who provided her care. She is doing well as of today.

The newspapers will be delivered by Curt Sayers and Kathy Barton this week and Kathy Barton over the weekend. They will be delivered by 8am.

Some of the residents have complained that they are not getting a smart notice. The phone number for a smart notice is **1-866-419-5001**. Please answer this number if it rings. **It may say spam or smart notice. We don't have any control on what comes up on the phone. If you have an answering machine, it will leave a message and you can go back and listen.**

As for residents – we do encourage you to walk outside if you would like – both for your mental well-being and your health. Please take your keys, leave by the closest door, and stay away from others. Please know that your pendant alarms do not work outside.

We do not want to see you walking in the building. If you need something, call me or the front desk and we will see what we can do to meet your needs. – we can deliver food, stamps, the mailman can pick up mail, etc.... If you have questions about mail – call Joe Damasco and he can advise you on what can be done. You may take your trash to the trash room – except for the E300 residents.

**WE NEED YOU TO STAY IN YOUR APARTMENT AS MUCH AS POSSIBLE!**

Menus were delivered to your apartments yesterday. Please leave them for the mailman to pick up – they are due Wednesday April 1<sup>st</sup>.

Be sure to check 1970 for Entertainment updates! They have many programs this week!

Updates will continue to be provided as necessary and are posted on our website: [www.dunwoody.org](http://www.dunwoody.org) if your family is interested in following this information.

Please report any symptoms of fever with sore throat, congestion, and cough to Health & Wellness.  
**PLEASE EXERCISE VIGILANCE WITH HAND WASHING! We understand that these circumstances are difficult and appreciate your cooperation.**