

To: **Dunwoody Village Residents, Families and Staff**

From: **Kathy Burton, Director of Operations**
Brandon Jolly, Director of Health Services

Re: **CONTINUED UPDATE RE: COVID-19**



July 31, 2020

General Update:

I want to have this in the last Memo. We are very sorry about the issues with the AV Equipment that made us cancel your programs and exercise classes. We had a piece of equipment go bad and it took a day or 2 to locate the part. It was delivered Tuesday afternoon and replaced. Thanks to Scott Hill for all his work to get the AV Equipment back up and running!

Care Center Update:

Residential Updates:

With so many changes to the COVID restrictions, I came up with a 3-page guide (with the help of Marketing) so that you have all of the information in one place. It is attached. As things change, we will be sure to update the sheet and send it out.

Kathy Burton will be away for at least 2 weeks taking care of family. While she is away, the following people should be contacted for specific things she has been handling:

Cloth/Face Masks – contact Joelle Singer at 404-319-4424 or jsinger@dunwoody.org and she will get a bag made to you (Kathy made a bunch for while she is away). Face masks are also available for purchase in the gift shop.

Newtown Square Library Books – contact any member in Marketing and they will be able to help you. Call 404-319-4423 for assistance.

Memos – if you have any information that needs to go out in the memos, please send it to jsinger@dunwoody.org and hanchi@dunwoody.org. They will be taking over the memos while Kathy is away.

Kathy will be answering e-mails when she can. If you need immediate assistance please contact Joelle Singer at 404-319-4424 or jsinger@dunwoody.org and she will get your call redirected to the right person!