

October 2, 2026

Dear Residents, Families & Staff:

By the pricking of my thumbs, something wicked this way comes! All Resident ghouls, ghosts, goblins, (angels, too) are summoned to a night of thrills and spooky chills. Plan to creep or crawl into our Auditorium, Lobby, and Fox Den at the Dunwoody witching hours from 4:30 – 6:30pm on Frightday (Friday), October 30th. Park your broomsticks and enjoy a mischievous time of revelry while munching on monstrous foods. Select spirits will be served in our bar areas. Think outside the coffin! Start searching your hidden treasures for the perfect Halloween costume. Our Dunwoody Resale Shop is a great place to start! We are conjuring plans for a smashing good time with pumpkin decorating prior to the October 30th howling event. Updates of “grave” importance will be provided!

Residential COVID Vaccine Clinic

A reminder for those Residential residents who preregistered for a COVID booster, that our clinic day will be this coming Tuesday, October 6th. Please see the attached schedule for assigned times. As always, please notify Health and Wellness if you received a vaccine off campus so that we can update your immunization record. Schedule is attached.

Operations

Grounds

Rusticraft fence company will be on site Monday 10/5 to install fencing around the new gravel parking lot. The lot will be closed during the construction to give the company room to install the fence. Additional parking can be found in the employee parking lots and any empty spaces in the Village parking lot. Construction will take 2-3 days depending on digging conditions.

EVS

We have begun reaching out to IL residents to start setting up heavy cleaning. We have a new employee, Thanojan Sivanthan who will train with Zsi Kashari to perform heavy cleaning. Eight new employees have joined our Environmental Services Department within the last 90 days.

Gift Shop

Edret (Ed) Conteh, our new Gift Shop Coordinator invites you to visit with her in the Gift Shop on Mondays, Wednesdays, and Fridays from 11:30am – 2:30 pm. Our resident volunteers man the shop on Tuesdays and Thursdays from 11:00am – 2:00pm. Residents do not need to carry cash; purchases can be charged to your account and will be reflected in your monthly bill.

Employee Team Meetings and PTO Policy

Please join us on Thursday, October 22, 2026, for the Employee Team Meetings in the Auditorium at 7:30am, 10am, and 2pm. All employees are encouraged to attend. Discussion will focus on the new Paid Time Off (PTO) policy as well as the payroll transition from Dayforce to ADP taking place on Sunday, October 25, 2026.

Employee Reminders

Relias Training

A reminder to all employees that mandatory Relias training is due for completion on October 31, 2026. If you have any questions, please check with your supervisor.

Annual Flu Vaccinations are Required by October 31st

As part of Dunwoody's commitment to maintaining a healthy workplace and protecting the well-being of our employees and residents, all employees are required, as necessary for their continued employment, to receive their annual flu vaccination by October 31, 2026. Free flu vaccinations are available on campus from now until October 31st via our mobile flu cart, at the Fairlee Education Center or the Dundale Nursing Station Monday through Friday from 11am - 12:30pm and 2pm-4pm. On weekends and every day between 11pm-7am see a nurse supervisor for vaccine administration. Employees can also submit signed and dated proof of vaccination from their physician or local pharmacy. If you wish to request a medical or religious exemption to the vaccine, you must complete and submit the appropriate exemption form, along with any required supporting documentation, by October 20th. Exemption requests will be reviewed in accordance with company policy and applicable laws. For questions or additional information, please contact Tory Barr, RN at 610-359-4458 or tgosnell@dunwoody.org or stop by the HR office.

Don't forget! Walking Depot Shoe Store will be in our Auditorium on Monday, October 12 from 10:00am – 3:00pm. Credit, cash and checks are acceptable forms of payment.

Best regards,
Maureen