




## MEMORANDUM

**TO:** Manor East Responsible Parties  
**FROM:** Carrie Davis, Administrator   
**DATE:** March 23, 2020  
**RE:** Infection Control Updates

As we enter our second full week of quarantine, I wanted to share some updates:

- Our care plan and individualized service plan meetings are all being done by phone.
- We are helping residents with Skype, Facetime and other types of video chat. If a resident does not already have a device, we can provide one by appointment. To arrange an assisted call, please contact Lauren Marwitz at 569-8713 or [lauren.marwitz@covenantwoods.com](mailto:lauren.marwitz@covenantwoods.com).
- Sidewalk “facetime” – if you would like to wave at a resident or hold up a sign with a happy thought, you may access the sidewalk on Brooks Farm Road. Call the Social Worker, Lauren Duval or the Charge Nurse before you come, and we can help direct the resident to a window.
- Laundry service is available during the quarantine for no charge. If you are interested in this service, please call Lauren Duval at 569-4208 or [lauren.duval@covenantwoods.com](mailto:lauren.duval@covenantwoods.com). If you are dropping off or picking up laundry or other supplies, please contact Lauren Duval or the Front Desk so we can approve your access at the gate.
- Residents are still able to receive mail and deliveries. If you are having something delivered, please alert the Front Desk.

Communication is paramount and we will continue to update you on emerging issues or additional changes to our operations as we keep our residents’ safety as our number one priority. If you would like to receive email notifications, please send an email to [communications@covenantwoods.com](mailto:communications@covenantwoods.com) and include “notifications” in the subject line.