

To people & families supported by our **Family Support Team** (Sue, John, & Damir)

March 17, 2020

Hello,  
An Important Message from your Family Support Team,

We are all working hard to ensure everyone's safety due to COVID-19, so we have closed our office, 7025 Enterprise Way, however, you can still use the mail slot beside the front door. Although our office is closed, we are working from home to ensure our support is available to you.

For weekly invoices it would be preferable if you send by e-mail to the following 3 people:  
Sue Kawala [suek@clwindsor.org](mailto:suek@clwindsor.org)  
Anita Novosel [anita@clwindsor.org](mailto:anita@clwindsor.org)  
Heidi Roberson [heidi@clwindsor.org](mailto:heidi@clwindsor.org)

If you are not able to do this and still need to drop off a paper copy, please note that it will take longer to process as it must sit for 48 hours before we can handle it. ***If you dropped off an invoice on March 15, 2020 it may not be processed until next week as we were unable to process a box of them from over this previous weekend.***

For those who typically pick up cheques we will be mailing them. If there's a disruption of the mail service, we will ensure your cheque is dropped off to your home. For those people who prefer to move to a direct deposit system please call one of us to set this up for you.

We will keep updates on our website at <https://www.clwindsor.org>  
Please feel free to reach out to anyone of us should you have any questions or concerns.

Thank You  
Your Family Support Team

(519) 974-4221  
Sue Kawala ext 214 [suek@clwindsor.org](mailto:suek@clwindsor.org)  
Anita Novosel ext 229 [anita@clwindsor.org](mailto:anita@clwindsor.org)  
Heidi Robertson ext 221 [heidi@clwindsor.org](mailto:heidi@clwindsor.org)  
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