







MEMORANDUM

TO: Covenant Woods Staff
FROM: Carrie Davis, Administrator; 
Wilhelmina Saunders, DON; 
LaFon Kinchen, Infection Control Nurse Educator 
Emily Robinson-Endert, Director of Human Resources 
DATE: March 30, 2020
RE: COVID-19 Updates

We want to thank you for your dedication and your patience with all the changes needed due to the COVID-19 pandemic. You are very important to each resident on campus and to your other team members. Our goal is for you to feel safe and comfortable and have limited exposure to the virus.

To minimize exposure, we have restricted campus access and all approved visitors must pass the same screening criteria as staff. We have initiated wristbands to help identify those who have been screened and have access to IL. There are very few approved visitors on Manor East as we are mandated to be more restrictive, even when a resident is on hospice.

With the increased number of cases in the greater Richmond area and particularly in communities like ours, we have made the difficult decision to limit staff access to those who only work at Covenant Woods. This means we may be asking for help to fill a couple of shifts until our recently hired staff is able to start. New staff will be required to self-quarantine for 7 days prior to starting the pre-employment process as an added precaution. Supervisors are reaching out to all Covenant Woods employees who also have positions with other communities to discuss schedule options. Our preference would be to accommodate any extra hours you normally work elsewhere so you are only on the one campus.

We continue to work closely with the Chickahominy Health District to maintain best practices. This includes guidance on return-to-work protocols as well as PPE use. You may have heard on the news that there are shortages of PPE globally. We are fortunate to have access at this time for daily operations. That said, it is still important that we use all of our resources wisely. We will not be distributing PPE for use when it is not indicated. Any questions about use of PPE should be directed to your Supervisor or the Infection Control Nurse. Our goal is to keep you safe and we do that by following the guidance of the local health department.

Between the mandate of our Governor and now the extended mandate from the President, we do not see any loosening of the protocols we have put in place before May. Please read all materials we provide regarding protocols as well as opportunities to help keep yourself and your family safe.

Many thanks for all you do every day.