



*As part of our COVID-19 response, we are making changes tomorrow, March 19<sup>th</sup> 2020. These changes will remain in effect until further notice.*

Following the 15-day national shutdown guidelines for suppression of COVID-19,

- The front entrance (guard house) will be manned 24 hours a day.
- **ALL** employees will be screened and temperature checked at the beginning of each shift. See your supervisor for where to report for temperature check if not checked previously.
- **Complimentary Meals:** To support staff during this stressful time, Covenant Woods will provide complimentary staff meals (one per shift) following the Holiday Meal process. The meal sign-up sheet will be located near the time clocks by the loading docks. Sign up before 10 a.m. for lunch and 4 p.m. for dinner. See the sign-up sheet for pick-up locations. Meals for 11-7 staff will be available in the Manor Staff Lounge refrigerator. For 11-7, if you know you would like a meal, notify your supervisor before 4 p.m.
- Employees may eat their meals in Vistas to provide for social distancing.
- Visitors will be restricted from entering campus unless they are on the approved access list. Employees must email Front Desk by 6 p.m. the day before if expecting an approved visitor. Approved access visitors will be screened and temperature checked:
  - Covenant Woods vendors: will be screened if performing work on campus.
  - Deliveries: Food delivered only to Manor Concierge desk only & must be met by employee.
  - Home health, hospice and companion care workers.
- Campus gatherings will be limited to groups of no more than 10 people, sitting or standing no closer than 6' from each other.
- Until at least April 5, independent living dining rooms will be closed for in-house and carry-out dining. Staff who work in those areas will have alternate duties and should report to work as scheduled. Lunch and dinner delivery to residents will be offered. Delivery fees are waived.
- The Bistro will operate as usual from 7:00 am to 7:00 pm, serving their regular menu including breakfast sandwiches and platters available between 7:00 am and 10:00 am.

Please remember: employees who exhibit signs and symptoms of respiratory illness must notify their supervisor right away for assessment.

Handwashing with soap and water is still one of the best ways to reduce chance of illness, along with avoiding touching your face. Hand sanitizer that is at least 60% alcohol is recommended when soap and water are not available. Please refrain from handshaking. Disinfect frequently used items like cellphones, keyboards, and telephones.

Questions about our current practice may be directed to your supervisor or manager.

*The following precautions are currently in place:*

- Manor East is under quarantine, restricting non-essential visitors to health care, assisted living and memory support, allowing only medical staff and designated Covenant Woods staff.
- A screening process is in place, with visitors stopped at the guard house located at the main entrance at Lee Davis Road and Covenant Woods Drive
- All staff is being screened, and receiving temperature checks each morning.
- Residents and staff have been told the importance of contacting the clinic nurse when any of the following applies:
  - Going out of the country or on a cruise;
  - Contact with someone who has COVID-19 or any respiratory illness;
  - Signs/symptoms of a respiratory infection: fever, cough, sore throat, or shortness of breath;

We realize this is a highly difficult and stressful time for everyone. Your health and wellbeing are important to us. We will provide a March Newsletter EXTRA tomorrow with additional information, and we may provide other updates throughout the process. A similar message has gone out to residents.

**Emily Endert, CHHR & SPHR**

Covenant Woods

Director of Human Resources