




Memo to: Covenant Woods Employees

From: Emily Endert, Director of Human Resources 

Date: 4/15/2020

RE: Weekly COVID-19 Staff Update (Vol 3)

The Leadership Team at Covenant Woods thanks you all for what you do every day, here and at home, to keep yourself, your family & our residents safe from COVID-19. We appreciate your attention to safety precautions we have put in place.

In addition to the screenings and temperature checks we do every time you come to work, we have been providing masks to employees since last Thursday and will soon have non-surgical masks to share with staff who work outside of Manor East. You may note that some staff members have been reassigned to do additional sanitizing in high touch areas several times each day.

Our Manor East staff have extensive PPE and we have started fit testing for the N95 masks. If you work in Manor East your manager will let you know when you will be fitted for the N95 mask. These masks will be issued when the situation warrants and may be worn up to 5 times as long as not soiled or wet. Until you are notified of a change, continue with the mask you are issued upon arrival each day.

Non-surgical fabric masks are appropriate for those not working in Manor East and we have received donations of these masks. We started today issuing these non-surgical masks (and washing instructions) to the smaller departments. You will keep this mask and launder it between uses until further notice. Please take care with these masks as they are now a temporary part of our dress code.

Other safety precautions we have put in place are:

- Implemented a daily update from Carrie Davis, Administrator, for the Leadership team.
- Increased leadership meetings to 3 times each week to ensure everyone is informed and can share ideas.
- Implemented a Communication pathway for stakeholders: Administrator to Manor East residents and families, CEO to Independent Living residents, Human Resources Director to employees. Look for HR Updates on Wednesdays.
- Developed an action plan for how to respond in the event we encounter a positive COVID-19 case on campus in the future.
- Identified and prepared a block of 4 rooms for treatment should any resident develop COVID-19.
- Began posting staff, resident and family updates under COVID-19 Response on our website

Employee Specific Safety Items & Services:

- Authorized Anthem Health Insurance to process COVID-19 testing & treatment at no charge to plan members.
- Opened the Bistro store for employee purchases beginning this week to help you avoid frequenting grocery stores.
- Applied Nano Tape (antimicrobial tape) to high touch items in employee break rooms such as handles & keypads. This tape provides 90 days of antibacterial protection to surfaces.
- Began screening and temperature testing three weeks ago.
- Began providing masks to employees on Thursday, April 9, 2020.
- Installed additional antimicrobial soap dispensers across the building.
- Issued Employee Newsletter EXTRA with health related updates March 18, 2020.
- Limited visitor access to campus unless pre-approved for entry and subject to same screening & temperature checks as staff.
- Provided gloves to use when interacting with residents.
- Provide regular infection control updates to staff, residents and families & as well as when safety precautions change.

Many of you have seen on the news or in the paper the growing number of cases in the Richmond area. While we do not have any cases on campus at this time, nor do we have anyone under suspicion, we are strictly following our infection control guidelines. We also continue regular contact with the Local Health Department to discuss ways we may implement new guidance in the daily routine of residents and staff without causing fear or anxiety. Should we have a resident or staff member diagnosed with COVID-19, our intent is to notify anyone who may have been exposed as well as letting our staff, residents and responsible parties know of the occurrence and any changes initiated.

Covenant Woods has put all recommended protective measures in place to ensure the safety and wellness of our staff and residents. Any staff member who feels they need additional protective equipment should contact their supervisor or HR with their concerns. Measures have been taken to reward and thank employees for their efforts for the benefit of residents and fellow employees. If everyone follows the procedures in place they will be protected as they fulfill their duties. Please follow every protocol, do not pass fear or false information along and let your supervisor know any needs and concerns. Covenant Woods is here to support you and ensure your safety.