




## MEMORANDUM

**TO:** Covenant Woods Staff   
**FROM:** Carrie Davis, Administrator  
**DATE:** April 7, 2020  
**RE:** COVID-19 Updates

There have been more changes since we sent you a memo yesterday. Further interpretation of the CDC guidance has led us to initiate the use of masks for all staff. Manor East staff will continue to be required to wear the surgical mask while on campus. Staff that works in Independent Living will be required to wear a non-surgical face mask. Until we are able to provide IL Staff a non-surgical mask, we will issue the same mask as Manor East Staff. It is important to note that the CDC recommendation is for a non-surgical mask when not providing direct care or working in a licensed area and we will provide two types of masks for staff as soon as we are able.

It is worth repeating the hours for each of the two approved Employee Entrances; this applies to all staff, regardless of where they report to work. Manor East C-wing and Manor East Clinic are the only approved entrances for initial screening. Upon entry you will be screened, and your temperature checked; and an appropriate mask issued. Hours for the Clinic entrance remain 7am-8pm, M-F and 8am-8pm on the weekends. The Manor East- C wing entrance is staffed 6:30am- 8:30am; 2:30pm-4:15pm; and 10:30pm-11:15pm. If you are parking in the Employee lot, simply enter at the C wing entrance. If you plan to park anywhere else on campus, you may park near the Manor East entrance, complete your screening during posted hours, and then move your car to an approved parking area. Please observe physical distance of at least 6 feet. Your patience is appreciated. Questions about the screening process should be shared with your supervisor or manager.

On the reverse side, you will find instructions on how to put on and remove a face mask.

## How to wear a disposable face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
3. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
4. Follow the instructions below for the type of mask you are using.
  - Face Mask with Ear loops: Hold the mask by the ear loops. Place a loop around each ear.
  - Face Mask with Ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
  - Face Mask with Bands: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
5. Mold or pinch the stiff edge to the shape of your nose.
6. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
7. Pull the bottom of the mask over your mouth and chin.

## How to remove a disposable face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
2. Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.
3. Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
4. Face Mask with Bands: Lift the bottom strap over your head first then pull the top strap over your head.
5. Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.