



**MEMORANDUM**

**TO:** Covenant Woods Vendors  
**FROM:** Carrie Davis, Administrator  
**DATE:** May 27, 2020  
**RE:** Campus Access

We appreciate you adapting to the changes on our campus in light of the COVID-19 pandemic and the screening requirements to keep our residents and staff safe.

Effective Thursday, May 28, 2020, all vendors arriving on campus between 6am and 4pm, Monday-Friday, will use the Vendor Entrance at Brooks Farm Road and Stuart Home Drive. We have a screener stationed at that location and will provide you correct identification to allow you access to campus. If you have questions about this new process, please reach out to your campus contact.

Any vendor needing access outside these times will need to enter campus at the Guard House and report to the Manor East entrance for screening. We will not be staffing this building entrance with a designated screener, if you are not able to schedule with staff in advance, there may be a brief wait for the screener to arrive.

We appreciate your support during this difficult time. Stay safe.

CAD/ms