




## MEMORANDUM

**TO:** Manor East Residents and Responsible Parties  
**FROM:** Carrie Davis, Administrator   
**DATE:** May 29, 2020  
**RE:** COVID-19 Update

Today, as I write this memo, we are actively testing all residents and staff in Manor East. Our wonderful staff who are not working this morning made arrangements to be on site for the testing so we could ensure full participation. Results will be available early next week. We currently do not have any residents with onset of symptoms. Should any test results be returned positive, the resident would be classified as “asymptomatic.”

Any resident with a confirmed case will be notified along with the responsible party at the time the result is made available. We will provide a summary of the test results by the end of next week. To recap the process, if there are any residents identified as positive:

- Resident will be relocated to the “COVID” area on health care
- Nurses dedicated solely to handling COVID residents will provide all care and services for the resident
- Asymptomatic positive tests require a minimum of 10 days in isolation. The actual length of time in isolation will be determined by the resident’s overall condition, any new onset of symptoms, and guidance by the health department and resident’s physician.

We currently have neither new positive cases to report nor any cluster of individuals with respiratory symptoms. We have only had 2 staff members test positive to date who currently remain off campus.

In an effort to more effectively provide screening services, we have made a change on campus. All Manor East employees are now using a single point of entry (instead of two) and all vendors and approved visitors are being screened at an entry point on Brooks Farm Road and Stuart Home Drive, M-F from 7am-4pm. This change removes the screener from the Manor East entrance. For family members dropping off items for residents, we request the following:

- There is now a table in the vestibule at the Manor East entrance on which to leave items
- Items left should be contained and no bigger than a paper shopping bag
- Container/bag should be labeled with resident’s name
- No perishable items or valuables (electronics, jewelry, etc.) should be left
- Complete the information on the clipboard, identifying a bag or box was left, for whom, when, and who delivered it (this will assist with the overall tracking process)

Arrangements to drop off items not eligible to be left at the table, may be made by contacting Lauren Duval, Social Worker, at 804-569-4208 or [lauren.duval@covenantwoods.com](mailto:lauren.duval@covenantwoods.com). We appreciate you working with us on this process. With access to the campus limited and our ability to check the table at various times during the day, this process will eliminate anyone from waiting various amounts of time at the door for access. Stay safe.