



**TO:** Covenant Woods Employees  
**FROM:** Emily Endert, Director of Human Resources  
**RE:** 5/20/2020 COVID-19 Weekly Staff Update

Thank you for continuing to practice precautions at home and at work. It is critical to everyone's safety. This memo will repeat some previous information and provide some new. Please read the entire memo.

### **5/20/2020 Weekly Staff Update**

#### **CHANGES:**

- Phase 1 started at Covenant Woods on Monday with the opening of the Dogwood Salon with limited service to independent living residents. Social distance is required.
- We were notified on Monday that an employee has tested positive for COVID-19. The employee has not been on campus since May 14th. Through contact tracing, those who were in contact with the employee have been notified directly, and employees, residents and their families were notified via a memo from John Dwyer, CEO.
- Today we received notice of an additional COVID-19 positive employee. This employee has not been on campus since May 15<sup>th</sup>. Again, employees, residents and their families were notified via a memo from John Dwyer, CEO.
- We worked with the local dept of health and the epidemiologist on both occasions. The only change is that healthcare (HC) residents started eating meals in their private rooms Monday and as of tonight, assisted living (AL) residents will eat meals in their private rooms.
- As a precaution, direct care employees will wear N95 masks when providing care to anyone on isolation, no matter the diagnosis. For ease of use and infection control processes, nursing staff will wear the N95 at all times when there is anyone on isolation on their floor/unit.
- In an effort to minimize exposure as much as possible, employees assigned to Manor East need to remain in Manor East and not travel or visit other parts of the building. Instead of going to the Bistro, the Lunch/Dinner Special will be delivered to each unit for staff to access at mealtime. Please consider bringing any snacks or favorite beverages with you to work and utilize the AL and HC breakroom refrigerators.
- We are coordinating with the Dept of Health to have on-site COVID Point Prevalence Survey testing for all Manor East residents and employees who work in Manor East. We will notify you of the test date once it is available.
- If you would like more information on Contact Tracing and PPS, see the addendum in this email.

## **REMINDERS:**

- CDC guidance says that for fewer than 15 minutes direct contact, the risk of exposure is very low as long as you are properly wearing PPE.
- If you have questions or concerns about PPE or other safety measures, please talk with your supervisor. Suggestions are welcome.
- Masks are required while on campus, so please wear a mask from your car to the screening station, and throughout the workday until you return back to your car at the end of your shift.
- Wash your hands frequently with soap & water for at least 20 seconds.

## **DEALING WITH FEAR & ANXIETIES:**

- AnthemEAP has a team available 24/7 via their toll-free number 1-800-346-5484. This service is available to ALL employees and those who live with them. AnthemEAP also has a website with many webinars and handouts you may find helpful. [www.AnthemEAP.com](http://www.AnthemEAP.com)
- Chaplain Steve Scott will host 10 minute support/coping sessions starting tomorrow in three locations: the MEC at 3:00 p.m., the AL Rec Room at 2:30 p.m. and the Traditions Dining Room (changed from MPR) at 10:30. Maximum occupancy 10.

## **COVID TESTING UNDER REGULAR CIRCUMSTANCES:**

- If Covenant Woods Infection Control Team refers you for COVID-19 testing, you will receive a form with your name, the locations of the testing sites that we have partnered with and the phone numbers of those sites.
- You **MUST** make an appointment for testing. They will not serve walk-ins.
- You should call the number of the location nearest you right away to make an appointment. In most cases they can see you within 24 hours. If they cannot see you within two days, please call the other locations for an appointment.
- Show your health insurance card for billing. You should not have a co-pay for COVID testing or treatment if you have insurance.
- If you have difficulty getting a timely appointment, contact Carl Barrafato in HR at 569-8153.
- The state is not at the point where they are recommending testing for all. As such, you still should have a referral from us or your physician to be tested.

## **SAFETY AT WORK:**

- Some people have expressed concern about their safety at work. As long as you are wearing PPE appropriately, and practicing social distancing, you should be protected from infection.
- Remember, masks should cover your nose and mouth at all times and you should refrain from touching your face.

- We have one smoking location at CW, outside the Manor loading dock. Additional receptacles were installed to allow for social distancing. Wash your hands before you smoke and afterwards, and maintain social distancing while in the smoking area.

## **SAFETY AWAY FROM WORK**

- The best way to protect yourself and your family is by staying home when not at work, washing your hands frequently with soap & water for 20 seconds and by practicing all safety precautions such as wearing a mask and social distancing when going out for essential errands.
- Your mask is your best friend right now. Wear it any time you are around others.
- Consider ways to keep your hands germ free when you cannot easily wash them, such as using a napkin or plastic bag as a barrier on the handle when pumping gas and throwing the barrier away when done, then using hand sanitizer before getting back in your car. That is just one example. I'm sure you will think of other ways.
- Although the governor has allowed the state to enter Phase 1 and has relaxed some precautions, not all localities have joined in. The city of Richmond and northern Virginia are continuing stay at home orders until May 29<sup>th</sup>. Consider this when planning outings, for your and your family's safety. Even seeing family members who live in a different city or county may not be safe right now. Be cautious.

As I say every week **DO NOT DROP YOUR GUARD**. Now more than ever we must be especially careful and continue with all precautions at home and at work. If you have concerns please speak with your supervisor.

***Thank you all for what you are doing to keep the residents and yourself safe, and for sharing your smile with others.***

Until next week, please stay safe.