



TO: Covenant Woods Employees

FFROM: Emily Endert, Director of Human Resources

5/06/2020 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.

CHANGES:

- Starting tomorrow, Thursday, May 7, the flooring in Vistas and Firesides will be replaced and the Vistas break room will be unavailable for about one week. Please use the Manor break room during this time. Maintain 6 feet distance and no more than 6 in the break room at one time.
- Please keep 6 feet distance in the designated smoking location. You may stand on the sidewalk during this time to avoid too many people inside the covered area.
- The Employee Art show has been delayed. You will be notified by the organizer when they will proceed.
- We are planning for phase 1 of the state reopening. However, we are not relaxing our precautions just yet and even then, Manor East will see no change. You will be notified when that is possible.

SCREENING:

- There are two (2) entrances for the first time you enter the building for your shift: Manor East and Lower Level C-wing.
- Remember to practice social distancing while waiting to be screened.
- If you leave campus during your workday, you must stop back at the Manor East entrance to have your temperature checked before returning inside.

PROTECTIVE MEASURES & ASSISTANCE:

- We follow CDC guidelines regarding masks based on job criteria, social distancing and other protective measures.
- COVID-19 Testing and Treatment is covered with no cost sharing by the member if you are part of our health insurance and you meet the CDC testing criteria.

- AnthemEAP has a COVID-19 team available to take calls 24/7 at no charge to you. GO to anthemeap.com for online assistance.
- Chaplain Steve and Emily from HR are working on a program to support employees and will be providing more information next week.
- *Do not lower your guard.* We all must follow CDC guidelines to keep everyone safe. As it becomes more routine, we need to keep precautions top of mind.

MASKS:

- Please wear masks to and from the car, into and out of the building. Do not remove your mask inside.
- Remember to practice social distancing, even when both parties are wearing a mask.
- Fabric masks are to be laundered between uses. Instructions were included on the bags. If you hand wash, you may iron to increase the sanitizing effect.

REMINDERS:

- If you have questions or concerns about PPE or other safety measures, please talk with your supervisor. Suggestions are welcome too.
- A reminder that, like you, independent living residents have the choice to stay home or go out to the store and other places. We provide PPE to keep you safe when interacting with residents.

THANK YOU:

- To those who have taken on alternate duties to help other departments during this time.
- For keeping that smile on your face even though it is behind your mask. It shows in your eyes and residents and all of us appreciate it.
- We continue to receive thank you notes from residents and family members for the care and assistance you are providing to the residents, as well as gifts from our neighbors that we are sharing with everyone as appropriate.

That is all for this week. Stay tuned for next week's update.