



TO: Covenant Woods Employees
FROM: Emily Endert, Director of Human Resources
RE: 06/17/2020 COVID-19 Weekly Staff Update

CURRENT EVENTS:

- Covenant Woods posted an Affirmation and Commitment Statement on the website regarding unity in the face of these turbulent times. Look in the About section under Values.
- There is a protest scheduled for Friday 6/19/2020 at 3 p.m. starting at Lee Davis High School and walking to Stonewall Jackson Middle School. The Hanover County Sheriff's office is aware of the event. They do not anticipate it extending beyond the middle school. *Alternate routes to work are recommended (see pg 2).*

SCREENING ENTRANCES:

Lower Level C-Wing: staffed from 6 a.m. – 5:30 p.m. and 10:45-11:15pm daily

- All employees who work in Manor East will use the Lower Level C-Wing Entrance/Screening location.
- Observe 6 feet distancing while waiting.
- No street parking available-park in a designated parking space.

Brooks Farm Road Screening Station: staffed 6:30 a.m. – 4 p.m. Monday- Friday

- Employees who work in the Manor, Manor West and the Lodge may use this location.
- If you do not park in the employee parking lot, you may access other employee parking locations via Stuart Home Drive.
- Observe 6 feet distancing while waiting.

Screeners are required to review the symptoms and Level 3 travel advisories with you. Please be patient and respectful to help them complete this task for everyone's safety.

VACATION TIME: It is vacation time and hope you will be able to take some time away this summer.

- Your supervisor will review the vacation guidelines and level 3 travel restrictions with you. (see pg 2)
- Level 3 travel restrictions may change so be aware and keep your supervisor informed.
- Submit your vacation request 30 days or more in advance.

REMINDERS:

- Campus speed limit is 15 miles per hour, slow down when people are on the roadway.
- Wash your hands frequently with soap & water for at least 20 seconds.
- CDC says as long as properly wearing PPE, risk of transmission is low with 15 minutes or less exposure.
- Employees **MUST** wear a mask from and to their car. For infection control purposes, you should not wear your disposable mask from the day before. See your supervisor if you need a cloth mask.

DO NOT DROP YOUR GUARD. Now more than ever we must be especially careful and continue with all precautions at home and at work.

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.

Alternate Routes to avoid Lee Davis Road between Lee Davis High School and Stonewall Jackson Middle School

- On 360 West coming from Tappahannock, take a right onto Lee Park Road (at the Honda dealership). Lee Park intersects Lee Davis Road across from Stonewall Jackson Middle School. Take a right and reach campus that way.
- Coming down 295 from either direction, take the Pole Green Road exit onto Pole Green Road. Follow through the light at Bell Creek Road to the light at Pole Green and Lee Davis Road. Right on Lee Davis will bring you to CW.
- On 360 East from old Mechanicsville turn left at the light, where you see Arby's on the left hand side, onto Old Hickory Drive. At the stop sign turn right then a quick left. This takes you behind Lee Davis High School and past Mike's Olympic Gym and intersects with Lee Davis Road. Go left to reach CW.

Reverse the above directions when leaving CW to avoid the area of concern.

GLOBAL COVID-19 PANDEMIC LEVEL 3 TRAVEL ADVISORIES: AVOID NON-ESSENTIAL TRAVEL

CDC-Widespread Ongoing Transmission – Avoid non-essential International and Cruise travel.

- International and cruise travelers will have a 14-day quarantine upon return.
- *Employees are not eligible for Emergency PTO or PAL during the quarantine period. Your quarantine period will be unpaid.*
- PAL is available for the vacation hours.
- If you travel to a locality that recommends self-quarantine, notify your supervisor.
- Level 3 travel advisories change based on the danger associated with specific areas, so check the site regularly for updates. <https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-global>

Caution

- Some countries require a 14-day quarantine upon your arrival. Check the government's website for restrictions before you plan your trip.
- Be aware that if there is an outbreak or surge during your stay, you may be restricted from returning to the US for an indefinite time.
- Some countries are not allowing US travelers to enter their borders. Check before you make reservations.