



**TO:** Covenant Woods Employees  
**FROM:** Emily Endert, Director of Human Resources  
**RE:** 6/24/2020 COVID-19 Weekly Staff Update

**CHANGES: Complimentary meal program ends Sunday, June 30, 2020:**

- As Covenant Woods lessens restrictions from the pandemic and independent living residents begin to use the dining rooms, the culinary team will need to focus on providing meals for the resident population. It was wonderful over the past several months to have been able to provide this benefit. As we look to the future it is also wonderful to gain back a bit of normalcy.
- Arrangements are in place for Manor East staff to order from the Bistro with delivery to AL break room.

**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.
- All employees use Lower Level C-Wing when Brooks Farm Road screening station is closed.

**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.

*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. Symptom signs will be posted by Friday for your review while waiting for screening.*

**VACATION TIME:** It is vacation time. We 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.
- When visiting a location where local officials recommend self-quarantine, notify your supervisor.
- Submit your vacation request 30 days or more in advance.

**REMINDERS:**

- 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.
- Campus speed limit is 15 miles per hour, slow down more when people are on the roadway.
- We are installing a gate at the guard house entrance. You will see activity there over the next few days.

**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.

## 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.

### **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.
- Or on 360 turn right onto Pole Green Road at Old Church and following to Lee Davis Road.
- 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 & Stonewall Middle School, and past Mike's Olympic Gym, then intersects with Lee Davis Road. Go left to reach CW.

Reverse the above directions when leaving CW to avoid that section of Lee Davis Road.