



TO: Covenant Woods Employees
FROM: Emily Endert, Director of Human Resources
RE: 7/1/2020 COVID-19 Weekly Staff Update

CHANGES:

Starting Monday this week,

- Manor East staff may move freely about the building, and are no longer restricted to Manor East.
- All staff may move freely about the building, and those who work in the Manor, Manor West and the Lodge may access Manor East for business purposes.
- Employees who hold two jobs with healthcare providers may resume working both jobs. Please see your supervisor for instructions.
- The complimentary meal program ended Sunday, June 28, 2020.
- Cloth masks are available at the C Wing screening station for staff use at home, or at work in Independent Living.

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. Hand sanitizer is recommended for nursing staff.
- CDC says: as long as properly wearing PPE, risk of transmission is low with 15 minutes or less exposure.

- Employees should wear a mask whenever within 6 feet of others. For infection control purposes, you should not wear your disposable mask from the day before. Cloth masks are available at the C-wing screening station.
- We are installing a gate at the guard house entrance.

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.