



TO: Covenant Woods Employees
FROM: Emily Endert, Director of Human Resources
RE: 7/29/2020 COVID-19 Weekly Staff Update

CHANGES:

- We have received notice of a COVID-19 positive employee who works in the Manor. The employee has not been on campus since July 23rd.
- Contact tracing has been completed and appropriate parties notified. We are working with the local health department.
- A community notice from the CEO to all employees, residents and family members was released today.

SCREENING ENTRANCES: Wear your mask during screening and to/from your car.

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

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

- Employees who work in Manor East will use the Lower Level C-Wing Entrance/Screening location.
- Employees who work in the Manor, Manor West and the Lodge may use the Brooks Farm Rd location.
- Do not proceed through the building before being screened.
- All employees use Lower Level C-Wing when Brooks Farm Road screening station is closed.

SLOW DOWN when approaching the outdoor screening station, park and walk up to be screened. *Please be patient and respectful to help screeners complete this task for everyone's safety.*

REMINDERS & ANNOUNCEMENTS: Cloth masks are available at the C-wing screening station.

- Several counties announced that fall school will be virtual. Talk with your supervisor if this could impact your work schedule. If you have not already done so, please respond to a short Virtual School survey that went out earlier this week via email (link below).
- Wash your hands frequently with soap & water for at least 20 seconds.
- Employees must wear a mask indoors unless in an office alone. If working outdoors, wear a mask whenever within 6 feet of others.
- If you visit a location where self-quarantine is recommended by local authorities, notify your supervisor.
- **CDC recommends that travelers avoid all nonessential international travel.**
- Level 3 travel restrictions (international travel) require a 14-day quarantine upon return. Level 3 locations may change so be aware, check the Level 3 locations on the CDC website when traveling and keep your supervisor informed. <https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-global>
- *Some states now have 14 day quarantine upon entry. Check your destination before you leave home. Virginia is not one of those states at this time.*

CONTACT TRACING:

- With the assistance of the Department of Health and the epidemiologist, we have established a contact tracing protocol, and it has been in place for some time.
- When someone tests positive for COVID-19, we interview them and gather the names and phone numbers of those they were in contact with at Covenant Woods for the previous 48 hours. We then contact those individuals and ask questions to determine if they should be tested also.
- We track symptom onset and last day worked of anyone who we refer for testing, or who reports a test was done.
- We are required to notify the CDC of any positive cases.

Please complete the Virtual Back to School Survey by this Friday. The survey is mobile friendly, and we need your feedback. <https://forms.gle/LWi1zeoCYr6FCzaE8>

DO NOT DROP YOUR GUARD. Continue with all precautions at home and at work. Be vigilant. *Thank you for what you are doing to keep the residents and yourself & your families safe, and for sharing your smile with others.* Until next week, please stay safe.