



TO: Covenant Woods Employees
FROM: Emily Endert, Director of Human Resources
RE: 08/19/2020 COVID-19 Weekly Staff Update

CHANGES:

- The state released the COVIDWISE app last week. The app notifies you if you have been around someone who tested positive for COVID-19. If you are notified that you have been exposed to COVID-19, tell your supervisor right away.
- Fit testing for N-95 masks is underway. See your supervisor for date/time for your fit-testing if you work in Manor East.

ALERTS:

The number of facilities in the Richmond area with positive cases is growing. Tell your supervisor if you are working a second job, and where.

- Employees are required to report when their other employer requires testing and/or has a positive case.

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 walk through the building before being screened.
- All employees use Lower Level C-Wing when Brooks Farm Road screening station is closed.
- If you leave campus during your shift, you must have your temperature checked when you return; if you are required to wear a surgical mask, obtain a new one at time of temperature check.

TRAVEL:

- CDC recommends that travelers avoid all nonessential international travel.
- If you visit a location where self-quarantine is recommended by local authorities, notify your supervisor.
- 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>

REMINDERS & ANNOUNCEMENTS: *Your mask must cover your nose and mouth securely.*

- Talk with your supervisor if back to school schedules could impact your work schedule.
- Wash your hands frequently with soap & water for at least 20 seconds.
- 6 ft social distancing is required even when wearing a mask.
- If you go to the ER or hospital, or visit someone in the hospital, notify your supervisor.

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.

Insights from the Back to School Survey:

- 141 responses, 62 reporting they have children in their care.
- Some people do not have childcare if the children do not return to school.
- For many who do have childcare, the childcare helper cannot serve as a learning coach.
- Some are concerned about how much flexibility will be given in their schedule if there is no public transportation and they have to drop off or pick up their child at school during the work day.
- There was some concern about paying for school supplies.

What Covenant Woods is doing to address these concerns:

- We contacted childcare providers. Two local providers who have space available are: Bundle of Joy and The Learning Center. Pricing is different based on your specific needs, so you will have to contact the provider for specifics.
- Child care info is posted near the time clocks.
- We added school supplies to the Pop-Up Pantry offerings and increased the number of items you can get through the pantry.
- The Learning Center on Pole Green Road also has learning coach sessions available.
- Supervisors will be as flexible as possible regarding child pick-up and drop off. If you know you have issues that will require schedule flexibility, tell your supervisor now so you can create a plan.

Bundle of Joy

- Full time care of school age kids is \$165 per week. Registration fee waived for Covenant Woods employees.
- Contact Kari Hicks, Director, Bundle of Joy- Bell Creek, 804-559-2007

The Learning Center

- Virtual School coaching availability 1-5 days per week. Prices vary by number of days.
- They also have day care openings. Prices vary based on age and number of days.
- Contact them for more information at 804-5569-1005 and tell them you work at Covenant Woods.