



**TO:** Covenant Woods Employees  
**FROM:** Emily Endert, Director of Human Resources  
**RE:** 08/26/2020 COVID-19 Weekly Staff Update

**CHANGES:**

- All staff required to wear N95 masks must enter & exit through Lower Level C-Wing.
- We will allow two Manor East outdoor visitors at the same time starting next week.

**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 when approaching the building IF you are walking with one or more people. Do not enter the building without a mask on.*

**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.

***All Manor East Employees must enter through Lower Level C-Wing. All staff required to wear N95 masks must exit through Lower Level C-Wing. All other Manor East employees should only exit through Lower Level C-Wing, the door at Stairwell 5, or the Loading Dock Entrance.***

**TRAVEL: CDC recommends you avoid all non-essential travel outside the United States**

- 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 now 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.
- Thank you note from Covenant Woods' Board of Directors is posted near time clocks.
- The annual Feedback Questionnaire is open through Monday, 8/31. You may access via web link in email.

**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.