



TO: Covenant Woods Employees
FROM: Emily Endert, Director of Human Resources
RE: 09/16/2020 COVID-19 Weekly Staff Update

CHANGES:

- Twice weekly antigen testing for Manor East employees is scheduled for Mondays & Wednesdays. Follow same time slots as last week.
- Marketing has a limited number of cloth masks available for employees to use at home. Call Elizabeth Pace or Sherry Halphen for pick-up.

ALERTS: *Wear your mask when around others.*

- 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.
- School Started: Notify your supervisor if your child's school has a positive COVID-19 case.

MASKS: All employees who are required to wear N95 masks must exit through Lower Level C-Wing

- Properly wearing your mask is required when approaching the screening station and inside the building.
- You must wear the appropriate mask for your assignment.
- Violations of these requirements will result in disciplinary action.

SCREENING ENTRANCES: *Wear your mask during screening. Allow screeners to ask all required questions.*

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.
- 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: <https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-global>

- CDC recommends you avoid all non-essential travel outside the United States
- Notify your supervisor if you visit a location where self-quarantine is recommended by local authorities.
- Level 3 travel restrictions (international travel) require a 14-day quarantine upon return. Check the Level 3 locations on the CDC website when traveling and keep your supervisor informed.

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

- 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.
- ***Our Annual Flu Shot Clinic is Wednesday & Thursday this week, Noon – 8 p.m. in the Clinic. See your supervisor for a time to participate.***

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.