



**TO:** Covenant Woods Employees  
**FROM:** Emily Endert, Director of Human Resources  
**RE:** 09/23/2020 COVID-19 Weekly Staff Update

**TWICE WEEKLY TESTING:**

- Twice weekly antigen testing for Manor East employees is scheduled for Mondays & Wednesdays until further notice. *You must test on both days.*
- If you want a copy of test results, request that from your supervisor.

**MASKS:** *Always wear your mask when around others.*

- 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.
- Your mask must cover your nose and mouth securely.
- You must wear the appropriate mask for your assignment.
- Staff who work in the Manor, Manor West and the Lodge may wear cloth masks.
- 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: Protect yourself and others by following these reminders.**

- Wash your hands frequently with soap & water for at least 20 seconds.
- Use hand sanitizer when soap is not readily available.
- 6 feet social distancing is required even when wearing a mask. Avoid large crowds and gatherings.
- If you go to the ER or hospital, or visit someone in the hospital, notify your supervisor.
- 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.
- Notify your supervisor if your child's school or daycare has a positive COVID-19 case.

**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.