



TO: Covenant Woods Employees
FROM: Emily Endert, Director of Human Resources
RE: 10/08/2020 COVID-19 Weekly Staff Update

CHANGES: Independent Living Visitor days expanded to 7 days a week.

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.*

MASKS: Always wear your mask when around others & cover your nose and mouth securely.

- 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.
- 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. Avoid large crowds & gatherings

- Wash your hands frequently with soap & water for at least 20 seconds. Use hand sanitizer if soap is unavailable.
- 6 feet 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.
- 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.

FALL FUN: Theme days during October and November on Wednesday each week.

- October 14: Stripes or Dots – watch the e-bulletin board for upcoming themes.

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.