



**TO:** Covenant Woods Employees  
**FROM:** Emily Endert, Director of Human Resources  
**RE:** 10/29/2020 COVID-19 Weekly Staff Update

**CHANGES: Weekly COVID antigen testing moves to Mondays, starting Nov 2<sup>nd</sup>.**

- N95 masks are required for all employees working or visiting in Manor East until further notice.
- One employee who works in Assisted Living tested positive for COVID-19. The employee has not been on campus since 10/21/2020.

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

- CDC recommends you postpone all non-essential travel outside the United States.
- Check the CDC website for precautions for holiday travel, particularly public transportation.
- Holiday Travel Safety Precautions are posted at each of the time clocks.

**MASKS: Always wear your mask for screening & when around other. 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 and 9 a.m-4p.m weekends**

- 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.

**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.
- Routine visits to the doctor or dentist do not require quarantine. Notify your supervisor if you have an outpatient procedure, ER visit or hospital stay or visit someone in the hospital.
- 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.

**Wednesday is Fall Fun Theme Day: Nov 4<sup>th</sup> is Camouflage Day**

**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.