




MEMORANDUM

TO: Manor East Responsible Parties and Attendees
FROM: Carrie Davis, Administrator 
DATE: November 16, 2020
RE: Thanksgiving at Covenant Woods

We are pleased to have you join us for a Thanksgiving meal the week of November 23. The following guidelines must be followed to allow everyone attending as safe and pleasurable experience as possible:

- Attendees will be screened at the Manor East Entrance. (Please enter at the main gate, only those previously registered will be allowed campus access.)
 - Any guest who has had any signs or symptoms in the past 7 days should not plan to attend the meal.
 - Attendees must inform staff if they develop any signs or symptoms of illness within 14 days of the meal.
- Guests will wait on the covered porch until staff is able to seat them. Directional signage will be in place.
 - There is a step into the dining area from the outside. Anyone with concerns must contact, in advance, Michelle Sharpe, Executive Assistant, at 804-569-8701, or via email at Michelle.Sharpe@covenantwoods.com.
- Properly fitted/worn face masks must always be in place unless attendee is actively eating or has been directed by staff. Anyone with a medical condition that prohibits use of a face mask must contact the Director of Nursing in advance; Wilhelmina Saunders, RN at 804-569-8699 or via email at wilhelmina.saunders@covenantwoods.com.
- There will be a tabletop partition in place to protect the resident. Unless authorized by staff, you must always remain on the opposite side of the partition from the resident.
- We have planned for a moment for all in the dinner party to have a *safe* hug with the resident. The following will be in place to protect the resident:
 - Full PPE will be worn by resident, including a face shield, gown and gloves.
 - Guests will be allowed a short/brief hug; no contact may be made with any part of resident's skin or hair.
 - Please wait for staff to inform you when it is appropriate to give your loved one a hug. Time will be limited to just a few minutes before everyone is seated for the meal.

- Additional hand sanitizing materials will be on the table for guest use. Staff will assist resident with removing PPE and hand sanitizing.
- We will provide meal service as quickly as possible, between courses you must wear your mask.
- Restrooms are available if needed and require a staff escort in and out of the dining area.
- Any large items brought to the resident must be left at the drop off table. When being screened, staff will direct you to place your items at the drop off table. These items may not be brought into the dining area.
- Questions should be directed to your Resident Services representative.
 - Assisted Living: Tara Beatty, AL Social Services Coordinator, 804-417-9134
 - Health Care, Lauren Duval, Social Worker, 804-569-4208

Failure to follow these guidelines may result in staff ending your meal and could require other safety measures be initiated for any affected residents by such failure (e.g.- 14-day isolation). We understand these guidelines are restrictive and may be frustrating. However, I hope you can understand we are mandated to protect our residents during the monumental challenges thrust upon us by this unprecedented pandemic. We want nothing more than to see a return to normalcy. We very much appreciate your understanding and cooperation. We look forward to an excellent meal and a great Thanksgiving. Happy Thanksgiving!