



TO: Covenant Woods Employees
FROM: Emily Endert, Director of Human Resources
RE: 11/12/2020 COVID-19 Weekly Staff Update

CHANGES:

- A vendor who works in Manor East tested positive for COVID-19 last week. The vendor has not been on campus since 11/06/2020.
- We are testing Manor East workers twice each week on Monday and Wednesday until further notice.

It is critical that you remain vigilant in all aspects of your life. Wash your hands, wear a mask, maintain social distance and avoid crowds.

MASKS: *Always wear your mask for screening & 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, *even if you are only here for testing.*
- 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.

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.

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.

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 18 – Fall Mix & Match Day – mix & match your favorite fall colors and designs.

Here are a few pictures from our patriotic theme day on Veterans Day this week.



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