



**TO: Covenant Woods Employees**  
**FROM: Emily Endert, Director of Human Resources**  
**RE: 11/18/2020 COVID-19 Weekly Staff Update**

**CHANGES:**

- We anticipate returning to one day per week testing for Manor East workers starting next week.
- Testing will be on Mondays.
- Starting Nov 23<sup>rd</sup> through Christmas, staff may refill their individual hand sanitizers (up to 6 ounces) one time at the lower level C-wing screening station between 6:30 a.m. – 5:30 p.m. Monday – Friday.

***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.***

**VACCINE:**

- Two COVID-19 vaccines have been approved for distribution in the near future.
- Both vaccines have a 90-95% success rate.
- All employees must receive the vaccine to maximize safety to all staff and residents.
- We will let you know when and how the vaccine will be provided when the date is set.

**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. N95 masks must remain on campus.*
- 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**

***Beginning Monday, November 23, the station will be open Monday – Friday 6:30 a.m. – 7 p.m.***

- 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.

**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.

**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.

**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 15 – Jeans Day – jeans must be neat.

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