



TO: Covenant Woods Employees
FROM: Emily Endert, Director of Human Resources
RE: 12/3/2020 COVID-19 Weekly Staff Update

CONTINUING:

- Two times per week testing for Manor East workers until further notice (Monday & Wednesday).
- Take your license and insurance card each time you are tested.
- Two staff members who work in Manor East tested positive this week. They have not been on campus since 11/30/2020 and 12/2/2020 respectively.
- Staff may refill their individual hand sanitizers (up to 6 ounces) one time between Thanksgiving & Christmas at the lower level C-wing screening station between 6:30 a.m. – 5:30 p.m. Monday – Friday.
- *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 with a 95% success rate have been approved for distribution and may start shipping mid-December.
- All employees must receive the vaccine to maximize safety to all staff and residents.
- The Governor announced yesterday that Long Term Care residents and staff in Virginia will be among the first to receive the vaccine. We will keep you posted on dates as we know more.

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: Outdoor Screeners may be inside the station behind the sliding door. Please walk-up.

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. – 7 p.m. Monday – Friday, 9-4 on 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.

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.

- 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.
- If you are working a second job, and where.
- Your other employer requires testing and/or has a positive case.
- If your child's school or daycare has a positive COVID-19 case.

WINNERS from last weeks challenge are: Jennifer Myers, Donna Moore, Lauren Marwitz & Michelle Sharpe

- Last weeks challenge was to drop a note to HR with your name and the last two digits of your Employee ID Number (Relias Log-In) and be entered to win a surprise prize on Wednesday. The challenge was embedded in the memo so you had to read all the way through to find it.
- Periodically there will be a prize challenge embedded in the weekly update. Read the entire update and respond to be eligible for a prize. You never know when it will show up.

Wednesday is Fall Fun Theme Day: December 9th – Holiday Sweater & Parade Day

HOLIDAY CELEBRATIONS: Flyers will be posted by the time clock. *Please honor social distancing at events.*

- The Dec 11th *Resident sponsored Holiday Social* in the Commons has special set-up for COVID-19 safety.
 - To limit crowding we will have established time slots by the first letter of your first name.
 - Residents made To Go Treat bags for pick up along with the gift.
- The Employee Holiday Breakfast on 12/17 will be grab and go. Be sure to stop by the Multi-purpose Room for a breakfast sandwich and your gift from Covenant Woods.

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