



**TO: Covenant Woods Employees**  
**FROM: Emily Endert, Director of Human Resources**  
**RE: 12/9/2020 COVID-19 Weekly Staff Update**

**CHANGES:**

- Effective 12:01 a.m. Monday, December 14<sup>th</sup>, the governor established a curfew restricting travel between the hours of midnight and 5:00 a.m. until further notice. Exceptions are in place for those traveling to/from work.
- A letter identifying you as an essential employee is attached to this memo. Please print and keep it and your employee badge with you in the event you need it.

**CONTINUING:**

- Testing two times per week Manor East workers until further notice (Monday & Wednesday).
- Bring your license and insurance card each time you are tested.
- **You may not be tested without license & insurance card, and if not tested, you cannot work.**
- *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.***

**POSITIVE COVID-19 Test:**

- One staff member who works in Manor East tested positive this week.
- They have not been on campus since December 7, 2020.
- Cumulatively since the beginning of the pandemic, sixteen (16) employees have tested positive for COVID-19.

**VACCINE:**

- Two COVID-19 vaccines with a 95% success rate have been approved for distribution and may start shipping mid-December.
- The vaccine is recommended for All employees to maximize safety to all staff and residents.
- On Monday, December 14, when you are tested, you may sign up to receive the vaccine when it is available.
- The Governor announced last week that Long Term Care residents and staff in Virginia will be among the first to receive the vaccine.
- We may receive the vaccine in stages at Covenant Woods, based on your work location. 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.

**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.

- 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.

**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 16<sup>th</sup> – Holiday Scarf or Tie Day.**

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

- 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.
- We will be celebrating all week.

**PRIVACY:**

Please remember the Covenant Woods' standards for respect for privacy and individual beliefs. Don't engage in conversation regarding residents.

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