



**TO:** Covenant Woods Employees  
**FROM:** Emily Endert, Director of Human Resources  
**RE:** 12/24/2020 COVID-19 Weekly Staff Update

**It is a festive time of year. DO NOT DROP YOUR GUARD. Continue with all precautions at home & work.**

- **Wash your hands frequently with soap & water for at least 20 seconds. Use hand sanitizer when soap is not available.**
- **Wear a mask when around others outside your home & avoid large gatherings.**
- **Maintain 6 feet social distance even when wearing a mask.**

**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 must show license & insurance card for testing. If you do not carry insurance you may still be tested, and you will need to sign an attestation that there is no insurance.**
- *Remain vigilant in all aspects of your life. Wash your hands, wear a mask, maintain social distance and avoid crowds.*

**VACCINE:**

- The vaccine is recommended for All employees to maximize safety to all staff and residents.
- We may receive the vaccine in stages at Covenant Woods, based on your work location. Covenant Woods tentative date for vaccination for employees in Manor East is January 11, 2021.

**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.

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