



TO: Covenant Woods Employees
FROM: Emily Endert, Director of Human Resources
RE: 1/8/2021 COVID-19 Weekly Staff Update

COVID-19 Important Information:

- Testing two times per week for 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.
- Three employees, and three vendors who work on campus tested positive, for COVID-19 through routine testing. These employees have not been on campus since 1/6/2021. A notice was issued 1/6/2021 by John Dwyer, President & CEO.
- As a reminder, we will send a memo as new information is available, outside of this weekly summary.

VACCINE: HealthCare Employees/Residents Jan 11, 2021, Assisted Living Residents Jan 15, 2021

- The vaccine is recommended for All employees to maximize safety to all staff and residents.
- Employees who are not vaccinated Jan 11 may register for Feb 1, 2021. To register, call the Clinic, x 8705.

EMERGENCY PTO and FAMILY MEDICAL LEAVE:

- The Families First Cares Act emergency paid leave provisions in the FFCRA ended 12/31/2020.
- Covenant Woods is voluntarily continuing the Emergency PTO for a period of time to assist you and your families should you be exposed & pending test results, or need to quarantine.

PREVENTION: Positivity rates are climbing. 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 who do not live in your home & avoid large gatherings.**
- **Maintain 6 feet social distance even when wearing a mask.**

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.

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.

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.
- Travel Safety Precautions are posted at each of the time clocks.

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.
- Routine visits to the doctor or dentist do not require quarantine.

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