



TO: Covenant Woods Employees
FROM: Emily Endert, Director of Human Resources
RE: **02/17/2021** 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.
- If you do not carry insurance you may still be tested, and you will need to sign an attestation that there is no insurance.
- One vendor tested positive for COVID-19 through routine testing since the last report. This vendor has not been in the building and was last on-site:

COVID-19 VACCINE:

- 51% of employees received the vaccine, with Manor East employees reaching 64%.
- Those who received their first dose on Feb 1 are scheduled for a second dose on Feb 22nd.

PREVENTION: Continue with all precautions at home & work even if you had the vaccine.

- 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, mouth & chin.

- 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 2 layer 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 a.m. 7 p.m. on weekends

- Employees who work in Manor East must 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.

NOTIFY YOUR SUPERVISOR if:

- You have an outpatient procedure, ER visit or hospital stay or visit someone in the hospital.
- You are working a second job, and where.
- Your other employer requires testing and/or has a positive case.
- Your child's school or daycare has a positive COVID-19 case.

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 restrictions & precautions for travel, particularly via public transportation.
- You can find toolkits on the CDC website for different modes of travel.
- Travel Safety Precautions are posted at each of the time clocks.

REMINDERS:

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

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