



**TO:** Covenant Woods Employees  
**FROM:** Emily Endert, Director of Human Resources  
**RE:** 04/14/2021 COVID-19 Weekly Staff Update

**COVID-19 Important Information:** *Testing weekly, on Monday, beginning next week.*

- Bring your license and insurance card each time you are tested.
- Those who do not have insurance must sign an attestation that there is no insurance.
- There are no new positive COVID results since the last report.
- *CDC Travel guidelines have change for US travel. See travel update at bottom of memo.*

**PREVENTION: Continue with all precautions at home & work even if you are vaccinated.**

- **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.
- ***N95 masks are stored 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.**

**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.

**VACCINATION: Identify as a Health Care Worker when you register.**

- If you want to receive a COVID -19 vaccine, contact the Clinic at x8705 to be added to the list.
- Register personally at [vaccinatevirginia.com](http://vaccinatevirginia.com) and you will be notified of a time/place, or
- Contact CVS or Walgreens for vaccination availability. Identify as a health care worker.
- Other pharmacies are offering vaccines now. Again, identify as a health care worker.
- ***You must inform the Clinic after your first dose and again after the second dose if a two-step vaccine; or after vaccination if a single dose. This is required for our reporting.***

**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.

**REMINDERS:**

- Routine visits to the doctor or dentist do not require quarantine.
- Governor Northam has approved increasing number of people at gatherings indoors and out, April 1. This will affect some of our Independent Living programming.
- Our guidelines remain the same in Manor East.

**TRAVEL:** <https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-global>

- CDC recommends you postpone all non-essential travel outside the United States.
- Travelers coming into the US via air travel must have a negative COVID test before boarding a flight to the US.
- 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.

**New Travel Guidance released by CDC:**

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

- CDC guidelines have changed for those traveling outside their local area, and within the US.
- If you recently traveled, or have upcoming travel plans that take you out of the area, you must speak with your supervisor.
- Covenant Woods is reviewing the guidance and will provide travel policies in response to that guidance very soon.

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