



TO: Covenant Woods Employees
FROM: Emily Endert, Director of Human Resources
RE: 05/05/2021 COVID-19 Weekly Staff Update

CHANGES:

- Effective Monday, 5/10/2021 Manor East employees will be issued a single use surgical mask upon screening.
- Employees who wear 2 layer cloth masks may go to testing site wearing cloth masks.
- Employees who leave campus and return during the day do not need a second temperature check.
- Employees sitting outside may have more than person at a table. Reminder, masks should be in place unless eating.

COVID-19 Important Information: Testing weekly, on Monday.

- 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.

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, both indoors and outdoors.

- Beginning 5/10/2021 Manor East employees will be issued surgical masks daily.
- N95 masks are not in use beginning 5/10/2021. You will be notified if this status changes.
- Staff who work in the Manor, Manor West and the Lodge may wear 2 layer cloth masks.
- Properly wearing your mask is required when approaching any screening station and inside the building.
- You must wear the appropriate mask for your assignment.
- 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.

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.

VACCINATION: Those 16 and over may now be vaccinated, identify as a health care worker.

- *If you want to receive a COVID -19 vaccine, contact the Clinic at x 8705 to be added to the list.*
- Register personally at vaccinatevirginia.com and you will be notified of a time/place, or
- Contact pharmacies for the vaccine, or county vaccine clinics. 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.*

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.
- CDC guidelines are changing. Watch for updates on how they affect you at Covenant Woods.

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.

Guidance within the US released by CDC:

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

- *Fully vaccinated staff are not required to test or quarantine if asymptomatic. (A negative COVID test is still required to return to the US.)*
- *Employees who have recovered from COVID within the past 90 days will follow the vaccinated person requirements regardless of their personal vaccination status.*
- If you recently traveled, or have upcoming travel plans that take you out of the area, you must speak with your supervisor.

Locality specific updates: enter your zip code or city and state for current status

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

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