



**TO:** Covenant Woods Employees  
**FROM:** Emily Endert, Director of Human Resources  
**RE:** 06/24/2021 COVID-19 Weekly Staff Update

**IMPORTANT:**

- SCREENING required only for Manor East employees, vendors and visitors only.
- Unvaccinated employees in all areas of the building **MUST** wear the appropriate mask for that area.
- ALL employees in Manor East **MUST** wear a mask, regardless of vaccination status.
- Employees must notify the Clinic when newly vaccinated, at first and second stage of vaccine.

**COVID-19 TESTING:** Tuesday, July 6<sup>th</sup> (due to the holiday)

- 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 were no new positive COVID results since the last report.

**SCREENING ENTRANCES:**

**Lower Level C-Wing Station: staffed from 6 a.m. – 5:30 p.m. and 10:45-11:15pm daily**

- Employees who work in Manor East must use the Lower Level C-Wing Entrance/Screening location.

**Manor East Clinic Station: staffed 7 a.m. – 8 p.m. seven days a week.**

- Employees who work in the Manor, Manor West and the Lodge do not need to screen, unless entering Manor East, and have the option to screen at the Manor East Clinic entrance.

**Do not walk through Manor East before being screened.**

**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, if unvaccinated, when around others who do not live in your home.**
- **Avoid large gatherings.**
- **Maintain 6 feet social distance even when wearing a mask.**

**MASKS:** *Violations of these requirements will result in disciplinary action.*

- Manor East employees will be issued surgical masks daily.
- *Unvaccinated* employees 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 Manor East.

**VACCINATION:**

- Those 12 and over may now be vaccinated.
- *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](http://vaccinatevirginia.com) and you will be notified of a time/place, or

**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.

- Contact pharmacies for the vaccine, or county vaccine clinics. Identify as a health care worker when registering for vaccine.
- *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.

**TRAVEL:**

- 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.
- If you recently traveled, or have upcoming travel plans that take you out of the area, you must speak with your supervisor.

Here are some links for easy access:

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

**Guidance within the US released by CDC:**

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

**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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