



TO: Covenant Woods Employees
FROM: Emily Endert, Director of Human Resources
RE: 07/22/2021 COVID-19 Weekly Staff Update

COVID-19 TESTING: Monthly, on the first Monday of the month. Next test date is Monday, August 2nd.

• If the county positivity rate exceeds 5%, Covenant Woods is required to test weekly and N95 masks will be required in Manor East. Look for emails and notices near the entrances if frequency is increased.

- 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 cases since the last report.

IMPORTANT:

- SCREENING required 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 surgical mask, regardless of vaccination status.
- Employees must notify the Clinic when newly vaccinated, at first and second stage of vaccine.
- ANYONE entering Lower-Level C-wing must be wearing a mask!

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.

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

- Manor East employees will be issued surgical masks daily.
- **If we return to the weekly schedule, N95 masks are required in Manor East for the duration of weekly testing.**
- *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.**

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.

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.

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.*
 - *The Johnson & Johnson single dose vaccine is available through the Clinic.*
- You can personally register for a vaccine by
 - Visiting the website vaccinatevirginia.com and you will be notified of a time/place,
 - Contacting pharmacies for the vaccine, or
 - Contacting the county about 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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