



To: All Carey Services Employees, Individuals Served, Families, and Partner Stakeholders  
Copy: Board of Directors  
From: Jim Allbaugh, President/CEO  
Date: March 18, 2020  
Subject: ADDITIONAL ACTIONS TAKEN AND CHANGES TO SERVICES: Coronavirus (COVID-19)

It continues to be true that the health and safety of those we serve and those we employ is and will be the first priority with decision making regarding this unprecedented situation. The Carey Services COVID-19 Response Team met today, and we continue to meet daily. The purpose of today's communication is to update employees, individuals served, family members, and other close stakeholders of the following actions (in addition to those announced on March 11<sup>th</sup>, March 13<sup>th</sup>, March 16<sup>th</sup>, and March 17<sup>th</sup>) being taken to prevent the entry and spread of COVID-19 to operations at Carey Services:

**What is Carey Services doing and what decisions have been made since the last communication** (see <https://www.careyservices.com/covid-19-response/> for previous communications)?

**YOU ARE CARED FOR:**

- Please review the Employee Assistance information emailed this week, and please take advantage of those resources.
- If you have individual needs or extra support needs in these trying times, please reach out to Human Resources.
- Please be reminded of the "Kingdom Builders" support available and communicated frequently to employees.
- For those to which this applies, please begin feeling free to wear jeans (as you would on a Jean Friday), every day, effective March 19<sup>th</sup> through April 3<sup>rd</sup> according to our associated policies and procedures.

**IN OFFICE COMMUNICATION AND MAIL DELIVERY:**

- Please be reminded that office communication should not be done in-person. Alternative communication (email, phone, text, GoTo Meeting, etc.) is needed as a first step, through April 3<sup>rd</sup>, to help prevent risks associated with COVID-19.
- Inter-office/building mail at the main campus has been changed to 1 time per day through April 3<sup>rd</sup> (end of day each day)

**EMPLOYEE SYMPTOM MANAGEMENT AND IDENTIFICATION:**

- Regarding Temperature Taking for Employees: The Carey COVID Response Team encourages employees to self-administer readings prior to reporting to work. The same rules apply regarding fevers of greater than 100 degrees as addressed in previous communications. There are available thermometers and supplies on site at Carey Services and in residential settings in the event employees have a need to regulate their temperature during their work hours.
- Employees continue to be encouraged to self-monitor as each of us knows our bodies and our health best. Please report to your supervisor if you have symptoms consistent with COVID-19 or if you have been directly exposed to someone who has a confirmed COVID-19 diagnosis, and please report what you plan to do to help others to stay healthy.

**TRAVEL ADVISORIES:**

- We are following the guidance of the Grant County Emergency Management Agency (GCEMA) for travel in all counties we serve, assuring travel and individual served outings and travel needs are for essential (i.e. work related, grocery and medication, medical, etc.). We understand this will be evaluated daily by GCEMA, so there is no current end date.

**SPECIFIC SERVICE CHANGES, ROUTINE OPERATION CHANGES, STAFFING, AND SUSPENSIONS:**

- CLARIFICATION:** As staffing needs change in Day Services, impacted DSPs who routinely were working in Day Services settings will be reassigned to cover and/or support Residential/Community Living shifts and individuals served. **The DSP wage for this transition will be \$10.50/hour unless the DSP is already making more than that wage.**
- Supervisors are beginning to more directly review staff work assignments, and some employees may be assigned tasks in a different department and/or may be offered to voluntarily take PTO when there is not enough work to be completed.

**SHUTDOWN PROCEDURES AND PLANNING:**

- In the event of a mandatory shutdown, the Carey COVID Response Team continues to evaluate the planning and required steps to be taken to maximize care for people served and how any announced shutdown would impact employees.

**IF YOU ARE SICK WITH COVID-19 OR SUSPECT YOU ARE INFECTED WITH THE VIRUS:**

- **Avoid public areas and public transportation**
- **Stay away from others as much as possible**, especially people who are the most at risk such as older adults with multiple medical problems and those with a weakened immune system
- **Seek prompt medical attention if your illness** is worsening such as difficulty breathing and call your doctor or healthcare facility before you seek care.

The Carey COVID Response Team does not reach these and previous actions and decisions lightly. It is important to note that actions in this communication and previous communications are subject to change and in compliance with the World Health Organization (WHO), the Centers for Disease Control (CDC), Indiana State Department of Health (ISDH), our local County Departments, our local health departments, and our state trade association (INARF).

Thank you for working together to allow for a safe and healthy environment for employees and those we serve. Questions or comments about the response Carey Services is taking to COVID-19 can be directed to me at [jallbaugh@careyservices.com](mailto:jallbaugh@careyservices.com) or 765.668.8961 (ext. 102).