



To: All Carey Services Employees, Individuals Served, and Families
Copy: Board of Directors
From: Jim Allbaugh, President/CEO
Date: March 5, 2020
Subject: Health Update and Coronavirus

With the news about the Coronavirus, Carey Services wants you to know that the Board, Leadership Team, and the Safety Committee members are paying close attention to information from state and national health experts about the virus. Please know, our Safety Committee and Leadership Team members are being intentional about being kept informed so we are prepared to be proactive with the health and safety of our employees and those we serve as our first priority.

We are already monitoring information being provided by our State Trade Association (INARF), the Indiana State Health Department, and other reliable and available professional resources. We are taking the precaution of recommending and overseeing more frequent cleaning of high-touch surfaces throughout our facility and vehicles. This is something we do any time there is increased potential for an illness to spread, and we are working to assure there are adequate and available supplies to help facilitate this precaution.

We will continue to monitor this with professionals we depend on for accurate and up-to-date information, and we will continue to communicate with you as necessary on this topic.

What should I be doing?

- Most importantly, frequent handwashing with soap for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or disinfect wipe.

Symptoms:

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with fever, cough, and difficulty breathing. If you have any specific questions about this virus, please consult your physician.

Thank you for working together to allow for a safe and healthy environment for employees and those we serve. Please let me know if you have any questions about this communication.