



To: All Carey Services Employees, Individuals Served, Families, and Partner Stakeholders  
Copy: Board of Directors  
From: Jim Allbaugh, President/CEO  
Date: March 13, 2020 (last update March 5, 2020 and March 11, 2020)  
Subject: ACTIONS TAKEN AND CHANGES TO SERVICES: Coronavirus (COVID-19)

There is no higher priority than the health and safety of the individuals we serve at Carey Services and employees who work at Carey Services as we continue to navigate through the risks of the Coronavirus (COVID-19). The purpose of this communication is to update employees, individuals served, family members, and other close stakeholders of additional actions (in addition to those announced on March 11<sup>th</sup>) being taken to prevent the spread of COVID-19 to operations at Carey Services.

What is Carey Services doing and what decisions have been made since the last communication?

#### **SPECIFIC SERVICE CHANGES AND SUSPENSIONS:**

- Our Waiver Programming and Early Head Start Programming team members will be identifying certain high-risk individuals served (i.e. those with heart disease, lung disease, and diabetes, and other factors as might be identified by the Centers for Disease Control-CDC and our Nursing team), and those individuals will be kept out of Day Services and Early Head Start services beginning Monday, March 16<sup>th</sup> through April 3<sup>rd</sup>.
- If individuals served (including those in Early Head Start) are displaying symptoms consistent with COVID-19, they will be required to stay home until our team can determine their medical status and any actions they have taken with their medical professionals, and until they are symptom free.
- DSPs should connect with their supervisor about schedule or location changes regarding individuals who are staying home instead of coming to Day Services.
- Drop off and pick ups for Early Head Start will be door service only beginning March 16<sup>th</sup> through April 3<sup>rd</sup>. No one other than staff and children served will be allowed into the classroom. For Parent sign-in, staff will provide a stylus for parents to use that will be disinfected between use.

#### **TRAVEL AND OUTINGS:**

- Out of state travel and outings for individuals served have been cancelled through April 3<sup>rd</sup>
- Staff that travel out of state or internationally (including any cruise vacations) to areas where there are confirmed cases of COVID-19 (with travel through April 3<sup>rd</sup>) will be required to self-quarantine for 14-days and those employees are able to use PTO (if no PTO, that self-quarantine time will be unpaid). Please review your travel plans and your individual travel situation with your supervisor who will discuss that with your Department Head.
- Out of county non-emergency and non-medical transportation outings should be rescheduled to occur after April 3<sup>rd</sup> whenever possible. At this time, medical appointments should continue to be delivered.

#### **NON-ROUTINE VISITATION:**

- Beginning March 16<sup>th</sup> through April 3<sup>rd</sup>, visitors are not permitted at our 3 group homes. In instances where regulatory requirements must be met, entrance and clearance for those who we must allow to enter will be restricted to preserve the health of those locations (proper sanitizing, no direct contact with individuals served, etc.). Use of technology (Skype, Facetime, other options) should be considered to keep in contact with family, friends, and other supports.
- Beginning March 16<sup>th</sup> through April 3<sup>rd</sup>, visitors are not permitted in our three buildings on our main Marion campus. The same requirements exist for regulatory requirements and essential maintenance needs during this time period.

#### **ROUTINE VISITORS AND PARTNERS:**

- As it is recognized our main campus houses and facilitates other partners (Honeywell, OPG, Transcend, Meridian, Chatterbug, Vocational Rehabilitation, SET, and MedScript), those partners will continue to be permitted to use Carey Services facilities but are being requested to practice all hygiene cleaning, and symptom management procedures as recommended by the Indiana State Department of Health and the CDC.

### **INDIVIDUALS SERVED SYMPTOM MANAGEMENT AND IDENTIFICATION:**

-Effective immediately, and through April 3<sup>rd</sup>, DSPs and staff in Early Head Start are required to complete a 1x/day temperature test for individuals served in all 24-hour residential settings (supported living and group homes) and Early Head Start classroom-based services (taken upon arrival). Additional temperature tests may be taken during a day.

-If a temperature reading is more than 100 degrees, an individual will be required to stay home. If the temperature is determined at a service site or in public otherwise, the individual will be required to quarantine in-place until return home is arranged. An individual must be fever free for 48 hours before returning to day or Early Head Start services.

-If a temperature reading is more than 100 degrees at the residential site, the DSP will monitor for symptoms and follow communication protocols with nursing.

### **EMPLOYEE SYMPTOM MANAGEMENT AND IDENTIFICATION AND CLEANING WORK STATIONS:**

-Employees are encouraged to self-monitor as each of us knows our bodies and our health best. Please be reminded that Carey Services serves vulnerable individuals. Please report to your supervisor if you have symptoms consistent with COVID-19, and please report what you plan to do to help others to stay healthy.

### **EDUCATION AND PRACTICE:**

-I would encourage a BYOS (sanitizer) approach as we work to find and place additional sanitizing tools and resources around our facilities and service locations. (licensing requirements and restrictions considered)

-Staff are encouraged to kindly offer (with a spirit of cooperation) to individuals served and other employees routinely through the day sanitizer and a handwashing opportunity or reminder (all entrants to main buildings will be required)

-Don't shake hands or make contact with another person unless in the case of emergency or specific care needs.

-Practice social distancing whenever possible.

-Please make sure you are disinfecting and cleansing all high-touch areas and electronic devices/if you need supplies, please see your supervisor (supplies will be provided as available)

-Please contact your supervisor for available shifts if decisions being made around COVID-19 are impacting your ability to work your full scheduled and assigned hours.

Please be reminded, the Board, Leadership Team, and the Safety Committee members at Carey Services are paying close attention to what is happening with COVID-19 in Indiana, and more specifically, closer to home in Grant and surrounding counties. Carey Services officials are actively monitoring information available from the Centers for Disease Control (CDC), Indiana State Department of Health, our local health department, and our state trade association (INARF).

### About COVID-19 (from Indiana State Department of Health)

COVID-19 is a respiratory illness caused by a novel, or new, coronavirus that has not been previously identified. Human coronaviruses most commonly spread from an infected person to others through:

- Respiratory droplets released into the air by coughing and sneezing;
- Close personal contact, such as touching or shaking hands;
- Touching an object or a surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands; and
- Rarely, fecal contamination.

The CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory illnesses, including COVID-19. You should only wear a mask if a healthcare professional recommends it. A facemask should be used by people who have COVID-19 and are showing symptoms to protect others from the risk of infection. 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.

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).