



To: All Carey Services Employees, Individuals Served, and Families
Copy: Board of Directors
From: Jim Allbaugh, President/CEO
Date: March 11, 2020 (last update March 5, 2020)
Subject: Coronavirus Education (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 navigate through the information and risks of the Coronavirus (COVID-19). The purpose of this communication is first to reinforce to 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 state trade association, and other credible information resources.

What is Carey Services doing since the last communication?

- The Senior Manager Team is meeting more routinely, with the specific purpose of discussing the Carey Services response to COVID-19.
- The Leadership Team is closely scrutinizing out of town travel with the above priorities in mind (No restrictions are in place at this time; appropriate staff will be informed if restrictions are implemented).
- Programming staff at all service levels (Early Head Start, Medicaid Waiver, Employment, Transportation, etc.) are identifying, evaluating, and monitoring individuals with higher risk.
- Additional steps are being taken to reinforce knowledge and training around Universal Precautions and daily hygiene practices for employees and individuals served.
- Department Heads are evaluating, inventorying, and increasing the presence of supplies (as they are available) to assure proper Universal Precaution and proper infection prevention.
- Senior Management staff are keeping in routine communication with regulatory agencies, asking the right questions, and assuring Carey Services is following all regulatory guidance.
- Developing contingency plans for any needed suspension of services, relocation, and any quarantine decisions that would be required (None are in place at this time, and all will be informed otherwise).
- Using health office resources (i.e. nursing staff) to assist in identifying health risk factors.
- Implementing procedures (and assuring available resources exist) necessary to allow for frequent disinfecting surfaces at all Carey Services sites.
- The Senior Management team and Safety Committee members are monitoring to determine if and when it would be appropriate to initiate any visitor procedures beyond that which currently exists (No visitor restrictions are in place at this time).

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. The virus causing COVID-19 is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold. 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.

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 disinfectant wipe.

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 or 765.668.8961 (ext. 102).