



To: All Carey Services Employees
Copy: Board of Directors
From: Jim Allbaugh, President/CEO
Date: April 28, 2020
Subject: COVID-19 Pandemic Testing and Required Reporting

The Carey COVID-19 Response Team continues to meet routinely to assure a best-practices response and approach to the current pandemic to protect the health and safety of individuals we serve and employees. **This communication updates employees regarding their responsibilities for reporting requirements regarding COVID-19 testing as virus testing and Antibody testing is becoming more readily available**, even for people that currently have no symptoms of the COVID-19 disease. This communication also updates and reminds employees of expectations regarding safe infection control practices, cleaning/sanitizing, social distancing, and the required use of PPE (<https://www.careyservices.com/covid-19-response/> is where you can find a copy of this, and all past communications).

REGARDING COVID TESTING OF EMPLOYEES:

Employees are required to immediately inform their supervisor if they or anyone in their household has been tested for SARS-CoV-2, the virus strain that causes coronavirus disease 2019 (COVID-19). Immediately means as soon as you can communicate with your supervisor after receipt of a test. This reporting is an essential requirement of all employees with the understanding Carey Services provides services to high risk individuals, and Carey Services must understand the ongoing risks we face with this virus to keep individuals we serve and the workplace safe.

Please know, this “testing” reporting requirement is in addition to the previously communicated requirement that employees must immediately report to their supervisor if they have symptoms consistent with COVID-19 or if they have been directly exposed to someone (in or out of the household) who has a confirmed COVID-19 diagnosis.

SYMPTOM MANAGEMENT, IDENTIFICATION, CLEANLINESS AND PERSONAL SAFETY:

It is more important than ever that you be aware of your temperature before reporting to work. If your temperature reads anything 100 degrees or more, employees are required to report that to their supervisor prior to reporting to work.

Additionally, it is more important than ever that you assure you are **washing your hands** many times each shift (follow these handwashing and cleanliness guidelines at <https://www.cdc.gov/handwashing/when-how-handwashing.html>), that you are **using hand sanitizer** whenever possible, and that you are **routinely cleaning work surfaces** during each shift. All employees must practice these safety measures.

Please refer to the April 23rd communication regarding the requirement that all employees must wear masks (the company-wide mask wearing policy).

Last, **please remember to practice safe social distancing (6 feet apart from everyone) at all times**, and please remember to avoid face-to-face interactions whenever possible (using alternative communication methods whenever possible).

If you observe someone not practicing these safe measures, please report that to your supervisor immediately.

It continues to be true that the health and safety of those we serve and those we employ is the first priority with decision making regarding this unprecedented situation. The Carey COVID-19 Response Team does not reach these and previous actions and decisions lightly. Previous communications explain all of the different entities and resources being used to make these decisions, and those sources will continue to be used to assure a best-practice approach at Carey Services.

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, 765.668.8961 (ext. 102), or 765.610.5221.