



To: All Carey Services Employees, Individuals Served, Families, and Partner Stakeholders  
Copy: Board of Directors  
From: Jim Allbaugh, President/CEO  
Date: April 1, 2020  
Subject: COVID-19 RESPONSE COMMUNICATION – **EXTENDING 4/3 DATE TO 4/17**

The Carey COVID-19 Response Team met today, and we have been meeting routinely since the last official communication. This communication updates employees, individuals served, and other stakeholders of the following actions (in addition to those at <https://www.careyservices.com/covid-19-response/>) being taken to prevent COVID-19 risk at Carey Services.

**IMPORTANT CLARIFICATION AND EXTENSION:** In previous communications, the end date of April 3<sup>rd</sup> was established for many actions taken to prevent COVID-19 risk at Carey Services. Effective immediately, **any instructions and actions that had April 3<sup>rd</sup> as an end date from previous communications (and as placed on the website above) now continue to be required, and all of those requirements, actions, and expectations have been extended until further notice** according to the CDC, Indiana State Health Department, our local Health Department and Emergency Management, by local Governmental officials, and by Governor's Order.

**YOU ARE CARED FOR:**

- Please refer to resources shared in previous communications to support employees during this time.
- There are bonuses that Yolanda Kincaid has announced to be deposited this Friday as approved by our Board of Directors for eligible Direct Support Professionals that have been working in residential homes during this time. Additionally, meals have been ordered to be delivered for DSPs in residential settings at various times and shifts over the next several weeks.

**OUR CAREGIVING RESPONSIBILITIES FOR THOSE WE SERVE IN THEIR HOMES:**

- As a reminder, DSPs who routinely work in Day Services settings (and potentially other employees) are required to cover and/or support Community Living/residential shifts. **Individual contact will be made soon with any DSP that has not yet picked up a residential shift during this time at this is a requirement.**

**EMPLOYEE SYMPTOM MANAGEMENT, IDENTIFICATION, CLEANLINESS AND PERSONAL SAFETY:**

- Please refer to previous communications regarding your need to self-administer and monitor your temperature. **It is more important than ever that you be aware of your temperature before reporting to work.**
- Additionally, it is more important than ever that you assure you are washing your hands many times each shift, and that you are using hand sanitizer whenever possible (if hand sanitizer is not immediately available, please wash your hands with soap and water according to CDC hand washing guidelines). Everyone must practice this safety measure. **If you observe someone not practicing these safe measures, please report that to your supervisor immediately.**
- 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.
- Please remember to practice safe social distancing (6 feet apart from everyone) at all times.

**OUTSIDE CONTRACTORS:**

- Certain outside contractors (i.e. JG Bowers, Marion Floor & Carpet, Chambers Property Management) are being informed they may complete work after April 3<sup>rd</sup> on site at Carey Services facilities as long as individuals we serve and our employees are not present in the work area.

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 Response Team does not reach these and previous actions and decisions lightly. Previous communications explain all of the different entities being used to make determinations, and that will continue.

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) – That number will forward calls to my cell phone at all times.