



To: All Carey Services Employees, Individuals Served, Families, and Partner Stakeholders
Copy: Board of Directors
From: Jim Allbaugh, President/CEO
Date: April 23, 2020
Subject: COVID-19 COMMUNICATION – **SPECIFICALLY HEALTH & SAFETY IN OFFICES**

The Carey COVID-19 Response Team continues to meet routinely to execute our response to the current pandemic. 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/>), with specific attention to the main office facilities in Marion during the pandemic, to prevent COVID-19 risks at Carey Services.

MASK REQUIREMENT AND SANITIZING:

-Effective immediately, and until further notice, anyone who is on site inside Buildings A, B, or C at the Carey Services, Inc. main campus is required to wear a mask that fully and always covers the nose and mouth. This means the mask must be worn upon entry, and anytime while walking through and working alongside co-workers or partners (employees, individuals served, contractors, family members, visitors, other customers, etc.). Staff members who are able to work behind a closed door may remove their mask while working alone in that closed-door office. **Staff working together in cubicle settings, even if 6 feet or more apart, must wear their mask while at their workstation.** Masks may not be removed until employees or other individuals are in their cars. IMPORTANT: **Even though a mask is worn, Social Distancing (6 feet apart) is still required.** Acceptable masks include cloth masks, procedural masks, surgical masks, and other types of masks that cover the nose and mouth to help prevent COVID-19 exposure at Carey Services. **Beginning April 24, 2020, people not wearing masks will be asked to leave the Carey Services buildings immediately.** Please ask your supervisor if you have questions about the type of mask you propose to bring and wear. *There is a very limited supply of masks at Carey Services available right now for employees* should they not be able to provide their own mask. Please ask your supervisor if you are not able to provide your own mask. **At the point it would be determined Carey Services is not able to provide employees with masks, the above requirements still apply.**
-Masks are required to be worn at all times in all residential, Respite, PAC, and Shredding services.
-As a reminder also, all who enter Carey Services facilities must first immediately sanitize upon entry at one of the dedicated sanitizer stations before reporting to a workstation.

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 and overall health condition before reporting to work, every day. *As we discuss further preventative measures in residential services, and as we discuss how we re-enter services into our main buildings, a daily and routine temperature-taking and documentation procedure is being discussed for employees. Please be prepared.*
-It continues to be 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 immediately 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.

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, 765.610.5221, or 765.668.8961 (ext. 102).**