



**To:** All Carey Services Employees  
**Copy:** Board of Directors  
**From:** Jim Allbaugh, President/CEO  
**Date:** May 1, 2020  
**Subject:** COVID-19 Pandemic Reopening Survey and Exposure Communication

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 solicits feedback from employees regarding what is important to you as our Team continues to discuss reopening procedures.** Please email me your thoughts for the following questions:

1. What is important to you for Carey Services to be sure to consider regarding your health and safety upon discussions about reopening the main buildings and ramping up day services again?
2. What specific suggestions and ideas do you want to be sure are considered as we discuss reopening to assure the health and safety of those we serve?

**Additionally, this communication describes if and when employees would receive communication regarding any confirmed or potential exposure risk to COVID-19 in their workplace setting.**

Last, this communication also reminds employees of expectations regarding safe infection control practices, cleaning/sanitizing, social distancing, and the required use of PPE (Find all communications at <https://www.careyservices.com/covid-19-response/>).

#### **REGARDING EXPOSURE COMMUNICATIONS TO EMPLOYEES:**

**In the event it is determined an employee or group of employees has/have been exposed to COVID-19 in their workplace setting, that employee or group of employees will be notified as soon as possible after the COVID-19 exposure was identified and brought to the attention of HR and/or Management. With many different remote service locations and many different buildings and departments, it can be expected there will not be a company-wide notification of a known exposure.**

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

**-If your temperature reads anything 100 degrees or more, employees are required to report that to their supervisor as soon as possible and not report to work.**

-Please see page 2 of this communication for updated symptoms of COVID-19 for your reference.

-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>). Use **hand sanitizer** whenever possible, and **routinely clean work surfaces** during each shift.

**-All employees must fully wear masks at all times (refer to the company-wide mask wearing policy).**

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

**-As all employees are required to follow these safe work practices, if you observe someone not practicing these safe measures, employees must 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. 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.

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

# Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

*Or at least two of these symptoms:*

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

[Children](#) have similar symptoms to adults and generally have mild illness.