



**To:** All Carey Services Employees  
**Copy:** Board of Directors  
**From:** Jim Allbaugh, President/CEO  
**Date:** May 7, 2020  
**Subject:** COVID-19 Pandemic Travel, Re-opening, and Employee Screening & Personal Safety

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 in-state and out-of-state travel expectations for employees (clarifying the March 16<sup>th</sup> and March 13<sup>th</sup> communications regarding travel) as well as communicating other information for employees. You may find all previous communications at <https://www.careyservices.com/covid-19-response/>.

### **In-State and Out-of-State Travel**

While it continues to be desired for health and safety reasons that employees be diligent and avoid non-essential travel to other counties in Indiana and to other states whenever possible, this is not a restriction and no quarantine requirements exist any longer upon return from out-of-state travel. Quarantining may still be required, however, based on symptoms and any COVID-19 test results prior to returning to work after travel. Thank you to our employees for focusing on safety and avoiding in-state and out-of-state travel whenever possible. It is encouraged that, for those that are travelling in or out of state, that you:

1. Keep your supervisor informed of your travel plans prior to travelling.
2. Practice safe practices and infection control during travel and while out of county or out of state (including wearing a mask, social distancing, hand washing, and sanitizing often, and other practices discussed in previous communications).
3. Monitor for symptoms of COVID-19 during your travel and for at least 7 days upon your return.

### **Re-opening and May 18<sup>th</sup> Date**

There is a sub-committee of the Response Team working through employee feedback that has been received from the survey you each were asked to participate in. Your opinion does matter, and the feedback that we have received to date is being taken very seriously as we discuss when and how we will re-open. Please stay tuned to communications early next week regarding the phase-in approach to re-opening that is being planned.

### **Employee Screening, Symptom Management & Identification, and Personal Safety**

Please be reminded that all employees should be monitoring your temperature each day before reporting to work. 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. Upon re-opening, please know, all employees will be required to take and record their temperatures upon entering their assigned workspace/location.

Please 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. As a reminder, all employees must fully wear masks at all times (refer to the company-wide mask wearing policy) and practice safe social distancing (6 feet apart from everyone) at all times.

**All employees are required to follow safe work practices and employees must report those that do not.**

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.