



To: All Carey Services Employees
Copy: Board of Directors
From: Jim Allbaugh, President/CEO
Date: May 28, 2020
Subject: COVID Considerations Upon Reopening and Other Important Updates and Information

The Carey Services COVID-19 Response Team continues to have routine communication to support creating the best and safest environment for everyone, especially as we enter our first phase of reopening on June 1st. All decisions continue to be made with the health and safety of those we serve and those we employ as the first priority.

The purpose of this communication is to update employees of additional and/or updated actions (in addition to those posted at www.careyservices.com/covid-19-response) being taken to prevent the entry and spread of COVID-19 to operations at Carey Services. As a reminder, as the pandemic is still upon us, decisions in this communication, and in previous communications, are subject to change (potentially at a moment's notice) as we continue to hear from the World Health Organization (WHO), the Centers for Disease Control (CDC), Indiana State Department of Health (ISDH), our local health departments, Indiana's Family & Social Services Administration (FSSA), and our state trade association (INARF).

What is Carey Services doing and what decisions have been made?

YOU ARE CARED FOR:

-Please review the Employee Assistance Program (EAP), AWS Foundation Support, and Kingdom Builders information emailed to you today, and please take advantage of those resources.

MAIN CAMPUS BUILDING ENTRY RESTRICTIONS:

-Effective June 1st until further notice, entrance will be restricted to designated entrance points for Buildings A, B, and C at the Marion main campus. All entrants will be required, at all hours upon first entry at Carey Services, to take their temperatures (it will not be accepted if you record your temperature you took before coming to work), to document your temperature and your symptom status at that time, and to use hand sanitizer according to instructions at each entry point. Entrants may be observed for symptoms associated with COVID-19 (see page 2 for an updated list of symptoms). The main entrances will be those entrance points for Buildings A and C. Door 14 will be the designated entry door for Building B (Door 10 will be the entrance point for those personnel working in the office area inside that doorway). Please know, badge access will be disabled for all other doors unless an exception has been granted. For specifics, please see the email sent today regarding this topic.

OTHER SPECIFIC CONSIDERATIONS:

- Effective immediately, face-to-face meetings are allowed as long as building/room occupancy standards (see signs outside of offices and meeting rooms) are adhered to. All participants must maintain social distancing, properly wear a mask, and practice acceptable hygiene practices (washing hands and sanitizing often). Virtual meetings are the safest method of meeting.
- Until further notice, those personnel who otherwise were not permitted to wear jeans Monday through Thursday, may continue to wear jeans during working time for all workdays until further notice (following other requirements of our dress code/attire policies/procedures).
- Employees who have their own office with a door may keep their door open without the need to wear a mask while in the office as long as there is no one else in that office. Employees in those offices must immediately don a mask when anyone comes into their office or to their doorway. All room occupancy restrictions must be strictly adhered to.
- Properly worn masks are required for all employees for all other areas without exception, and social distancing (maintaining a 6-foot space between you and others) is required at all times from entry of Carey Services facilities to a return to your mode of transportation off campus.

SPECIFIC SERVICE CONSIDERATIONS:

-As Day Services individuals served choose to stay home or are identified as still needing to remain home rather than receiving services in a facility or community setting (or when their phase-in has not yet occurred), the programming team is evaluating the health status and needed supports in Day Services versus the benefit of and necessity of remaining at home.

-As staffing needs continue to change in Day Services, impacted DSPs who routinely would otherwise work in Day Services settings may continue to be required and reassigned to cover and/or support Residential/Community Living shifts.

EMPLOYEE SYMPTOM MANAGEMENT AND IDENTIFICATION:

-Employees continue to be encouraged to self-monitor as each of us knows our bodies and our health best. Please be reminded that Carey Services serves vulnerable individuals. 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 stay home if that is the case.

-CLARIFICATION RETURNING TO WORK AFTER BEING FEVER FREE: Returning to work, “fever free after 72 hours” should be interpreted to mean 72 hours being fever free without medication that reduce fevers.

SYMPTOMS OF COVID-19 ACCORDING TO CDC:

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 may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. We will continue to monitor the CDC site to update this list as we learn more about COVID-19.

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 or 765.668.8961 (ext. 102).