



## Measures and Safeguards

### **Corporate Policy and Plan for A Safe Environment at Carey Services (Response to Governor Holcomb's Executive Order 20-26 Roadmap to Reopen Indiana)**

The health and safety of Carey Services employees and all individuals served by Carey Services is the first priority. This plan has been developed to document and confirm those priorities and to comply with Indiana's Executive Order 20-26 to communicate measures and safeguards that Carey Services has implemented as corporate policy to assure a safe environment for all facilities and service locations for employees, individuals served, and all other stakeholders. Carey Services has implemented these measures to assure compliance with safety and health standards established and enforced by IOSHA.

Please visit [www.careyservices.com/covid-19-response](http://www.careyservices.com/covid-19-response) for a description of all safe practices, infection control procedures, and overall corporate policies that have been communicated to employees and implemented by all employees since the beginning of March/2020. Please visit the following site to review Governor Holcomb's Executive Order 20-26 to which we comply:

<https://www.in.gov/gov/files/Executive%20Order%2020-26%20Roadmap%20to%20Reopen.pdf>

#### **Instituting an Employee Health Screening Process (i)**

Since early March/2020, all employees at Carey Services have routinely received and been educated on COVID-19 including signs and symptoms of COVID-19, with the most recent communication of this being May 1, 2020 (including the most updated list of symptoms).

Additionally, and since early March/2020, employees have received communication regarding self-monitoring/screening for signs and symptoms of COVID-19 (including routinely being aware any fever, when to contact their supervisor if symptoms have been present, and when to stay home).

#### **Enhanced Cleaning/Disinfecting Protocols for The Workplace (ii)**

Since early March/2020, employees have been informed of safe and required practices for cleaning and disinfecting routinely used and touched surface areas and employees are aware of the need to routinely clean their workstations and regularly touched items. Employees working in residential settings and the limited number of employees who have been working in the corporate office facilities will receive and/or have been provided with appropriate hand sanitizer, surface cleaning supplies, etc. Upon full-reopen, all employee workstations and common areas will be equipped with their own disinfectant.

#### **Enhancing the Ability of Employees, Individuals Served, etc. to Wash Hands and Hygiene (iii)**

Since early March/2020, employees have been informed of and educated on safe and required practices for routine hand washing and other personal hygiene measures. Essential employees that have been working during this pandemic have been equipped with appropriate hand sanitizer and hand washing facilities and supplies, and this will continue as we approach a full-reopen in the coming weeks.

### **Complying with Social Distancing and Other Separation Measures (iv)**

Since early March/2020, employees have been informed of and educated on Social Distancing requirements as established by the CDC, including maintaining six-foot social distancing for employees, and all stakeholders. Employees that can telework have been offered that opportunity and are doing so with little exception. On April 23, all employees were informed of a no-exception policy to wear a mask at all times, and until further notice. As we look to a full-reopen, we are installing plexiglass barriers at high-trafficked areas, and we will be installing duct tape to further promote social distancing.

### **Additional Precautions**

In addition to the above, Carey Services has adopted the following actions:

- a. With approval of a supervisor, as many employees as possible may work from home, including being equipped with necessary equipment and flexibility to do so.
- b. Employees working at a service or office setting are encouraged to do a self-assessment each day to see if they have COVID-19 type symptoms; employees are encouraged to report those to their supervisor.
- c. Sick employees are encouraged to stay home until they are free from fever (without the use of medication) for at least 72 hours.
- d. Employees will receive continued communication and education on COVID-19 symptoms and how Carey Services restricts access to workplace facilities until recovery.
- e. Employees will receive continued communications from the Carey COVID Response Team and other management/supervisors to educate on safe practices and infection controls at Carey Services. Additionally, employees will continue to receive protection supplies as mentioned above to keep themselves and their workplace safe and healthy.
- f. Enhanced environmental cleaning of all commonly touched surfaces, workstations, countertops, railings, door handles, and door knobs will be conducted. Appropriate cleaning agents will be used in these areas, and directions on labels will be followed. Employees will receive appropriate supplies to properly apply cleaning agents.
- g. Employees can have the peace-of-mind to know business practices are constantly being evaluated to assure safe and critical operations continue.

Communication will be provided the week of May 11<sup>th</sup> to share updates on our full-reopen plan and strategies for Day Services, Early Childhood Services, and those ancillary support services. This pandemic continues to be ever-changing. This communication is subject to change.

The Carey COVID Response Team and Board of Directors are committed to assuring a safe environment for employees, individuals served, and stakeholders. Questions about this Plan and/or the response Carey Services is taking to the COVID-19 pandemic can be directed to Jim Allbaugh, President/CEO at [jallbaugh@careyservices.com](mailto:jallbaugh@careyservices.com) or 765.610.5221.