



To: Carey Services Employees, Families, and Stakeholders  
From: Jim Allbaugh, President/CEO  
Date: May 12, 2020  
Subject: Carey Services Day Services and Office Reopening Timing and Safety Expectations

---

The health and safety of our employees and those we serve is, and has been our priority throughout the COVID-19 pandemic. That priority continues to be the focus as we have developed and are implementing our reopening plan for our Early Head Start, facility-based, and community-based services. It is important to know we have not, and will not hurry our reopening processes.

It is worth noting first, that we have been operating effectively during this pandemic. Carey Services Direct Support Professionals have been practicing best and safe practices effectively, assuring the health and safety in our residential settings. Our Early Head Start team has been assuring those kiddos and families are safe, healthy, and still learning. Even Grant County high school students have been able to continue to pursue their career goals during this pandemic through our Employment Services team's creative service approaches.

This plan we are sharing is in compliance with the May 1<sup>st</sup> Governor's Order, and our "Measures and Safeguards Corporate Policy and Plan for A Safe Environment at Carey Services" will guide our work. Please find that policy and plan at: [www.careyservices.com/covid-19-response](http://www.careyservices.com/covid-19-response) (see May 8, 2020 link)

We have followed the science, and we have depended upon the experts to guide us with the different and sometimes difficult decisions we have made during this pandemic. This plan was developed with those resources in mind (CDC, Indiana State Department of Health, and other regulatory organizations). These reopening decisions are meant to continue the positive momentum our team has accomplished. Please note, if we become aware of factors that would cause us to alter the plans as shared below, we will take effective steps to change course (maybe immediately). Decisions in this plan, as in all decisions we have made during this pandemic, are subject to change (potentially, at a moment's notice).

Before I proceed, I wanted to share with you decisions we have made that may be important for many of you to know:

1. Effective immediately, we are allowing individuals we serve in our residential settings who have been with family since the beginning of the pandemic to return to their residential settings and our services. This return is being permitted for those whom we have proper documentation and a clear understanding of screening and safety precautions that have been followed while those individuals have been away from our services.
2. Likewise, and effective immediately, we are releasing some restrictions on out-of-residence visitation to places in the community for individuals living in residential settings where we provide services when and where safe practices can be followed (social distancing, mask wearing, hygiene practices, etc.).
3. There are still visitor restrictions in effect for residential settings where Carey Services provides services (i.e. Group Homes, 24/7 residential settings, etc.). We will be evaluating further the timing of those restrictions with health and safety in mind.

**Phase 1 – June 1<sup>st</sup>:**

- Marion Buildings will reopen with one-entrance restrictions and employee and visitor health screenings for each of our three buildings (masks required).
- Grant and Blackford County Early Head Start teaching staff will return to Building A and our Hartford City offices, but no Early Head Start services will resume during this phase.
- Individuals-served in Medicaid Waiver Day Services settings who do not have high risk factors (as defined by CDC) and who do not present with a current illness will re-enter the congregate facility-based Day Services setting in Marion.
  - Initially, services will be on a limited and restricted basis (less than full-day, limit on number of individuals up to 28, daily health screenings of individuals served, safe ratios maintained, etc.).
  - Initially, services will be limited whenever possible to those who can be transported by family members or by Carey Services residential staff.

- Individuals returning in this Phase 1 will be required to comply with safety precautions such as social distancing, mask wearing requirements, and proper hygiene practices (i.e. hand sanitizing, hand washing, and helping with disinfecting surfaces).
- Community-based services (including Respite and PAC/one-on-one services as scheduled and as staffing priorities dictate) will begin to phase-in for individuals not high-risk.

### **Phase 2 – June 15<sup>th</sup>:**

- Grant and Blackford County Early Head Start home visitor staff will return to Building A and our Hartford City offices, but no Early Head Start services will resume.
- Individuals-served in Medicaid Waiver Day Services settings, including some who have high risk factors (as defined by CDC and with physician guidance) and who do not present with a current illness will receive services, and additional identified individuals will re-enter the congregate facility-based Day Services setting in Marion.
  - Services may continue to be on a limited and restricted basis (less than full-day, limit on number of individuals up to 56, daily health screenings of individuals served, safe ratios maintained, etc.).
  - Services will be expanded to include those transported by family members, by Carey Services residential staff, and through some traditional transportation routes (i.e. vans) with individuals living together.
  - Individuals returning in this Phase 2, and all individuals from Phase 1 will be required to comply with safety precautions such as social distancing, complying with mask wearing requirements, and proper hygiene practices (i.e. hand sanitizing, hand washing, and helping with disinfecting surfaces).
- Additional community-based services will be provided with additional individuals, with their input, family input, and IDT discussion, when safe, and according to the Governor’s Orders.

### **Phase 3 – June 29<sup>th</sup> through July 6<sup>th</sup>:**

- Early Head Start classroom and home visiting programs will resume in both counties on July 6<sup>th</sup>.
- Individuals-served in Medicaid Waiver Day Services settings who have high risk factors (as defined by CDC) but do not present with a current illness will begin being evaluated to receive services, and all remaining individuals will re-enter the congregate facility-based Day Services setting in Marion.
  - Services will move to a more traditional, but possibly still somewhat restricted basis (moving to more full-day, limit on number of individuals up to 84, with daily health screenings of individuals served, safe ratios maintained continuing, etc.).
  - Services will continue to include those transported by family members, by Carey Services residential staff, and through traditional transportation routes (i.e. vans).
  - Individuals returning in this Phase 3, and all individuals from Phase 1 and Phase 2 will be required to comply with safety precautions such as social distancing where appropriate, complying with mask wearing requirements, and proper hygiene practices (i.e. hand sanitizing, hand washing, and helping with disinfecting surfaces).
- Planned and modified community-based services will be provided with individual, family, and IDT discussion, when safe, and according to the Governor’s Orders.

This plan does not include our Day Service settings in Wabash or in Logansport. Carey Services is working closely with nursing home partners in those communities and the State of Indiana to determine when restrictions might be lifted for us to provide those needed services to those individuals with unique and specialized services.

**Additional communication on details within individual departments and services will be provided to employees through various communication channels within the next two weeks. Individuals served, families, and employees in all service and administrative areas will be contacted within the next two weeks to address their individual needs, and to share the above plan as it relates to them, individually.**

Questions or comments about this communication and 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. We are in the process of establishing COVID Compliance Personnel to establish accountability so we can properly and safely execute our plans. Please be safe, take all safety precautions seriously, and be well. **Please remember, we are all in this together!**