



To: All Carey Services Employees
Copy: Board of Directors
From: Jim Allbaugh, President/CEO
Date: July 1, 2020
Subject: COVID Considerations, Important Updates, and Overall Information

The Carey Services COVID-19 Response Team continues to meet to **support creating the best and safest environment for everyone, especially as we have entered our Phase III of reopening and as we look to the Early Head Start reopening next Monday, July 6, 2020 and Phase IV and beyond in our “new normal” operation.** 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 actions and associated factors (in addition to those posted at www.careyservices.com/covid-19-response) being taken into consideration to prevent the entry and spread of COVID-19 to operations at Carey Services. As a reminder, **as the pandemic is still upon us, and as we see other states begin to have a “surge” in COVID-19 positive cases, 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).**

YOU ARE CARED FOR:

-Please remember to review the Employee Assistance Program (EAP) previously distributed, AWS Foundation Support through Crosswinds Counseling, and Kingdom Builders information emailed previously; please take advantage of those resources. **If you cannot find information for any of these and would like it, please contact me.**

MAIN CAMPUS BUILDING ENTRY RESTRICTIONS CONTINUE:

-**Entrance will continue to be restricted to designated entrance points for Buildings A, B, and C** at the Marion main campus until further notice, and screening protocols (temperature checks, sanitizer, symptom verification, social distancing) will continue to be followed.

OTHER SPECIFIC CONSIDERATIONS (Jeans and Return to Routine “Dress Code”):

-**Effective July 6, 2020 all employees must return to fully following the written and approved “Personal Appearance and Appropriate Work Attire” Human Resources Procedure 9.6.5** (included in the email with this communication). Specifically, jeans may only be worn for certain office and other designated staff on Friday (while previously, jeans were allowed for those designated staff all week long during the service suspensions/closures and the first 3 reopening phases). **Please review the Procedure for your specific Personal Appearance Requirements.**

SPECIFIC MASK CONSIDERATIONS (Proper Wear, Professional Appearance):

-It is anticipated **we will continue to have a “mandatory mask wearing” practice for several more weeks (possibly several more months).** As such, **it is important to note that masks must be worn appropriately for Health & Safety reasons, and with Professional Appearance.** As such, **employees must be very conscious of the appearance of the masks you wear.** Here are some requirements to take into consideration when choosing a mask:

- **Acceptable masks are those specifically and routinely designed to protect you and others from COVID-19:**
 - Surgical Masks and handmade Masks designed for the purpose of protecting you and others
- **Masks are appropriate as long as:**
 - They do not have words on them.
 - The “make” of the mask, and designs and pictures on masks are not reasonably perceived as provocative, offensive, controversial, and/or obscene or vulgar.

-Effective immediately, **employees may remove their masks once outside when walking to their vehicles, as long as other people are not closer than 6 feet away.**

-Similarly, **employees may walk from their vehicles to a Carey Services building without a mask, as long as other people are not closer than 6 feet away, and as long as the mask is fully, and appropriately worn upon entering a Carey Services building.**

EMPLOYEE TESTING, SYMPTOM MANAGEMENT, AND IDENTIFICATION:

-As COVID-19 anti-body testing and COVID-19 testing become more readily available to people ill and not ill, **it becomes more important that employees report to their supervisor when COVID-19 testing and anti-body testing occurs.** Carey Services is required by our regulators to report positive COVID-19 cases (especially for those who provide and/or are involved in direct care) and positive COVID-19 anti-body testing. Please help us to regulate the health and safety and reporting requirements our organization has where these tests are concerned.

-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.**

-Please remember that, returning to work, “fever free after 72 hours” should be interpreted to mean 72 hours being fever free without medication that reduces fevers.

REMINDER OF 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 this information and the response Carey Services is taking to COVID-19 can be directed to me at jallbaugh@careyservices.com or 765.668.8961 (ext. 102).