



To: All Carey Services Employees
Copy: Board of Directors
From: Jim Allbaugh, President/CEO
Date: July 15, 2020
Subject: COVID Considerations, Important Updates, and Overall Information

The Carey Services COVID-19 Response Team continues to **work to create the best and safest environment for everyone**. All decisions continue to be made with ***the health and safety of those we serve and 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 continue to prevent the entry and spread of COVID-19 to operations. As a reminder, **as the pandemic is still upon us, and as we continue to see states 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).

SPECIFIC MASK CONSIDERATIONS

(Additional Areas Where and Requirements for when Masks May Potentially Be Removed):

-Staff in the following areas may work in their assigned areas without wearing a mask 1) as long as they are comfortable doing so, 2) when social distancing (a distance of 6 feet or more from person to person at all times) can continually be assured in that setting and/or when plexiglass barriers and/or extended plexiglass barriers have been installed, 3) when all parties are comfortable not wearing masks, 4) and as long as the room occupancy for that office or meeting space is not surpassed (see sign on outside of the door):

- Internal Case Coordinator Room (2 persons)
- Community Living Workspace (cubicles in building B)
- Early Head Start Workroom (cubicle office space in Building A)
- Day Services Stage Area (desks in Building B)
- Business Office (accounting team in Accounting area)

Please note, **staff in these areas must don a mask when they get up from their desk space and/or when they are approached with less than 6 feet of distance, even if behind protective barriers.**

-In the room settings noted above, it is important to note that all parties must agree to evaluate that items 1-4 above exist, assuring that each person in that setting feels safe. If all parties (even 1) do not agree, especially if all parties do not feel safe without a mask, masks must be worn.

EMPLOYEE TESTING, SYMPTOM MANAGEMENT, EXPOSURE, AND IDENTIFICATION

(Reporting when symptoms in household and Decrease in Self-Quarantine Period):

-Employees continue to be encouraged to self-monitor as each of us knows our bodies/health best. Please be reminded Carey Services serves vulnerable individuals. **Please immediately report to your supervisor if you or anyone in your household have symptoms consistent with COVID-19 (see below) and/or if you have been directly exposed to someone who has a confirmed COVID-19 diagnosis, and please discuss with your supervisor what direction you should (or are required to) take.** Each case and exposure description is unique and is handled on an individual basis.

-The period for self-quarantine for a staff member that has been directly exposed to COVID-19 who has been required to self-quarantine, will now be 10 days (calendar days) versus 14 days unless symptoms of COVID-19 arise at which point those must be discussed with the supervisor for further evaluation and possible extension of a self-quarantine.

-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).