



To: All Carey Services Employees
Copy: Board of Directors
From: Jim Allbaugh, President/CEO
Date: July 9, 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**. 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 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 other 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:

-Staff in receptionist areas in Buildings A and C may work at their workstation behind the protective plexiglass barriers for that area without wearing a mask 1) as long as they are comfortable doing so, 2) as long as there is only 1 person in that protected area, and 3) as long as there is no one closer than 6 feet away otherwise. **Staff in these areas must don a mask when they are approached with less than 6 feet of distance, even if behind the protective barriers.**

-Masks are no longer required in enclosed office spaces (i.e. those with a door) and meeting rooms (i.e. those with a door) where 1) more than 1 person is meeting, 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 from entry to exit, 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).

-In office and meeting room settings, 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 do not agree, especially if all parties do not feel safe without a mask, masks must be worn.

EMPLOYEE TESTING, SYMPTOM MANAGEMENT, OUTSIDE EXPOSURE, AND IDENTIFICATION:

-As COVID-19 anti-body testing and COVID-19 testing become more readily available to people ill and not ill, it is more important that employees report to their supervisor when COVID-19 testing and anti-body testing occurs.

-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 immediately 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 and call your supervisor for direction if that is the case.**

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).