



To: All Carey Services Employees
Copy: Board of Directors
From: Jim Allbaugh, President/CEO
Date: October 2, 2020
Subject: COVID Considerations, Important Updates, and Overall Information

The Carey Services COVID-19 Response Team continues to meet routinely to **create the best and safest environment for everyone during this pandemic, assuring *the health and safety of those we serve and employ as the first priority.***

The purpose of this communication is to update employees of important guidance, required 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 of COVID-19 to operations. **As the pandemic is still upon us, 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 Centers for Disease Control (CDC), Indiana State Department of Health (ISDH), the Governor's Office, our local health departments, Indiana's Family & Social Services Administration (FSSA), and our state trade association (INARF).

SPECIFIC MASK CONSIDERATIONS

(Reminder of How to Wear a Mask, Cleaning Protocols, and Other Factors):

- It is important to remember that **wearing a mask means wearing the mask in such a way as to assure (at all times when wearing the mask) the nose and mouth are both covered and sealed as best as possible.**
- Please note, **cloth masks are the recommended mask type to wear in the workplace.**
- It is important to properly care for the cloth masks you wear** while at work with the understanding **masks should be washed regularly.** The following site gives great information about proper care for masks: Please visit <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>
- If you are wearing something other than a properly cared for cloth mask on a daily basis while at work, please see your supervisor** to determine other possible options for you. Carey Services may, from time to time, have a supply of cloth masks for employees. Carey Services is moving away from distributing surgical/procedure masks to employees.
- There are certain instances in the workplace setting where Carey Services may recommend or require the use of "heightened level" masks** (i.e. kn95, n95, etc.). Please see your supervisor if you have questions.

EMPLOYEE TESTING, SYMPTOM MANAGEMENT, EXPOSURE, AND IDENTIFICATION

(Self-Reporting, and Clarification of Self-Identification of Symptoms and Testing):

- Employees continue to be required to self-monitor for COVID-19 symptoms daily, as each of us knows our bodies best.
- Please be reminded, Carey Services serves vulnerable individuals. Please immediately report to your supervisor if you or anyone in your household (or anyone otherwise who has tested positive for COVID-19 with whom you have been in very close contact within 6 feet or less for greater than or equal to 15 minutes) has 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 are required to take.**

REMINDER OF SYMPTOMS OF COVID-19 ACCORDING TO CDC:

People with COVID-19 have had a wide range of symptoms reported – ranging from no symptoms, to 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).