



To all individuals and their caretakers,

As cases of COVID-19 have increased across Indiana, the residential department will be taking all precautionary measures to ensure the safety and well-being of our clients and staff. In order to do this, we are requesting all visitors/guests refrain from visiting the home until further notice. The residential clients may continue any other services via telehealth.

We will also continue implementing the following precautionary steps:

- Frequent and thorough hand washing with warm, soapy water for at least 20 seconds.
- Frequent use of hand sanitizer.
- Covering up coughs and sneezes.
- Keeping all individuals who are showing flu symptoms at home until at least 72 hours of no flu-like symptoms.
- Taking temperatures upon arrival for all staff and daily for clients.
- Routine and thorough disinfecting and cleaning of frequently touched areas such as doorknobs, sinks, desks, and tables.
- Employees wearing face masks while at work.

We are monitoring new developments and recommendations and will continue to reevaluate our steps and actions daily. Any directives from the World Health Organization, Centers for Disease Control and Prevention, or local governmental organizations should be followed. We appreciate your cooperation in taking these preventative measures.

Sincerely,

Sandra Miller, CEO