



To all individuals and their caretakers,

As cases of COVID-19 have increased across Indiana, we wanted to share with you some of the steps Meaningful Day Services is taking to prevent the spread of illness.

We are monitoring new developments and recommendations and will continue to reevaluate our steps and actions daily.

Our employees have been advised to do the following:

- **Wash their hands frequently with warm, soapy water for at least 20 seconds.**
- **Employees who are commuting from one location to another will wash their hands thoroughly when leaving one location and wash them again when entering another location.**
- **Employees providing services within our buildings will make frequent use of our hand sanitizer machines.**
- **Employees are to avoid people who are sick with respiratory symptoms. If an employee enters your home to find someone sick, they will ask to reschedule services and immediately wash their hands before leaving the environment.**

The most effective way to stay healthy and minimize the spread of infectious disease is to follow basic health best practices including:

- **Enforcing great hygiene, like washing hands thoroughly (15-20 seconds with soap and warm water) and covering up coughs/sneezes.**
- **Keeping all individuals who are showing flu symptoms at home until at least 24 hours of no flu-like symptoms. If you are scheduled for a home visit and a family member is showing flu symptoms, please call and reschedule. Let your staff know the reason for rescheduling so that the spread of illnesses can be minimized.**
- **Routine and thorough disinfecting and cleaning of frequently touched areas such as doorknobs, sinks, desks, and tables.**

It is important to remember that handling the spread of a serious contagion like COVID-19 is primarily a task for public health agencies. Any directives from the World Health Organization, Centers for Disease Control and Prevention, or local governmental organizations should be followed.

Sincerely,

Sandra Miller, CEO