



March 20, 2020

To all Search Staff,

We are proud and thankful for everything that you are doing to protect the individuals we serve, and each other during this COVID-19 pandemic that we are facing. At a managerial level, we are doing all we can do to keep everyone at Search as safe as possible. With that as our goal, we will begin instituting several policies to minimize the possibility of exposure at our CILA homes. The following policies will begin immediately.

**Direct care staff are limited to working in one CILA home.** The Residential and Day Services staff for a house will be responsible for the 24-hour coverage of their assigned home. All overtime that is worked will be done in the home where you are assigned. We recognize that situations may arise where this staffing pattern is not adequate to cover all hours at a home. These circumstances will be addressed, on a case by case basis.

**A Logistics Team member will be assigned to each CILA home.** These staff members will be responsible for a variety of duties, including regular calls to the homes and the transportation of medications, mail, groceries, and more. You will be given the contact information for the Logistics Team member assigned to your home.

**Any staff member interested in working in a live-in capacity should contact Christine Zanca.** We are looking for staff who are willing to move into a home, for a 4-6 week commitment which may be extended depending on our mandated shelter in place orders. This will require these staff members to remain within their assigned home, for the duration of this period. More specific information, regarding logistics, will be shared when you contact Christine, at [847-962-4589](tel:847-962-4589)/[czanca@search-inc.org](mailto:czanca@search-inc.org).

Thank you all for your dedication to the individuals we serve. You are the reason that we will get through this challenging time.

Sincerely,

Nick Larson  
Director of Adult Learning & Career Services

Christine Zanca  
Director of Residential & Clinical Services