



## Coronavirus Disease (COVID-19) Protocol UPDATE SOCIAL DISTANCING & SCREENINGS

To all Search residents, staff members, guardians, families and partners:

The landscape concerning COVID-19 preventative measures is changing at a rapid pace. Search is keeping up to date on recommendations and guidance from the Centers for Disease Control and Prevention and the Illinois Department of Public Health. Based on the most recent guidance from these organizations, Search is taking the following actions to continue to ensure the health & safety of the individuals we serve and our employees as best we can:

Beginning immediately, all Search staff are required to perform a self-health screen before arriving on site for their shift. The screening will consist of the following:

- Do you have a temperature of 100 degrees or higher after taking your temperature with a thermometer?
- Do you have a new or worsening cough?
- Do you have shortness of breath?
- Do you have a sore throat?
- Are you aware of being contact with someone infected with COVID-19 or a potential exposure through the community?

**If the answer is yes to any of the above questions, staff are directed to immediately self-isolate at home, and to contact their physician and the local health department for guidance on next steps.** In addition, staff members are instructed to contact their supervisor to let them know that they will not be reporting to work. Staff should not return to work until they have been cleared by a physician and have communicated with Search HR on this clearance.

We are taking the additional step to perform temperature checks of individuals served at all Search residences. Temperature checks will be taken twice per day at 8 am and 3 pm. Staff are responsible for checking their own temperatures upon arrival for each shift. The departing staff from the home should ensure the incoming staff have taken their temperature before leaving shift. These temperature checks are in place to hopefully catch any symptom of illness as soon as possible. If a fever is detected (a temperature above 100 degrees) in a resident or staff, Search Nursing should be contacted immediately for next steps.

Search leadership and management are working to enact an approved staff list for each Search residence. This action is meant to limit the number of people coming in and out of our homes each day and will help prevent the spread of COVID-19 should anyone contract the illness. Supervisors will be working with all Search team members to communicate the approved staff for each home. If you are not approved to be at a given residence, you may not enter that home. Again, this is a protective measure for all people working and living at Search. A separate communication will be circulated related to family and home visits for our residents.

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Social distancing is the best action we can take at this time to prevent the spread of COVID-19. The nature of our work does not allow our operations to fully shift to remote or isolated work arrangements. Search is committed to distancing as much as possible. We are taking steps daily to spread out our workforce as much as possible.

We are so thankful for our dedicated team of professionals. Now, more than ever, we are counting them to help protect the vulnerable population we serve as best we can. With this in mind, if a staff member needs to be off work for any reason (illness, child care, family care, etc), we are encouraging them to reach out to their direct supervisor to discuss the best course of action.

Search is acting with extreme caution given the rapidly changing nature of the COVID-19 pandemic so that we are preventing the spread of viruses and germs to the maximum extent possible. We must take the necessary steps to protect everyone, especially our most susceptible and our incredible staff who care for our residents each and every day.

Search has no active cases of COVID-19 at this time and the precautionary steps we are taking are meant to avoid any cases from affecting anyone at Search.

Please reference the Search COVID-19 Protocol (updated 3/17/2020) for further guidance if needed and please do not hesitate to contact me or any other member of our leadership team with any questions.

**Please know that we are taking every decision extremely seriously and always with the best interest of our Search family in mind. Thank you for your understanding as we navigate these extremely challenging times. And most importantly thank you as always for everything you do for Search!**

A handwritten signature in black ink that reads "Cory Gumm". The signature is written in a cursive, flowing style.

Cory Gumm  
Chief Executive Officer