Dear Agape Family,

I am writing to advise you and your loved ones that we are educated and aware of the pandemic of COVID-19 the United States and our community are experiencing.

Here at Agape, staff continue to practice infection prevention and standard precautions as they have always done in the past. We are diligently washing down all surfaces with at least 60% alcohol-based disinfectants two times per day. Included but not limited to; door knobs inside and out, all counter surfaces, toilet handles, stove knobs, light switches, faucet handles, remote controls, toys, writing utensils and anything else staff think of to sanitize.

We continue to be a well care facility and all staff have been reminded that they are not to report to work if they are feeling ill. All have been directed to call me with any questions or concerns to their current health status prior to reporting to care for our guests if in doubt.

Now, we ask the same of your family. Please be diligent with sending your loved one(s) to stay at Agape over the next couple of months. Ensuring they are fever free for at least 24 hours and do not have a dry productive/nonproductive cough. We care for some individuals who fall under the categories of greater risk due to preexisting health conditions. Please pay attention to what the CDC and WHO are recommending along with the FSSA.

If you have questions prior to an upcoming stay, please feel free to contact Jennifer or me (260-589-3351). We will do our best to answer any questions or concerns you may have regarding the safety of your loved one in our care.

Best Wishes,

Sherrie L. Kizer
Hello Agape Guest(s) and family/guardian(s),

I hope this letter finds you all well and safe during our pandemic. Agape Respite Care, Inc. plans to reopen our doors for respite care services beginning Monday, May 11, 2020 with some new protocols in place.

What we are doing:

- All staff will wear masks during working hours
- All staff will check their temperature prior to beginning their shift
- All staff will refrain as much as possible with congregating with others outside their family
- No staff member will report to work with symptoms of a sore throat, cough, shortness of breath, headache or fever.
- Staff will report to me if any family member in their household has the above symptoms prior to being allowed to work
- Staff are required to be fever free for at least 3 days without medication before being considered to work a shift
- Staff will greet guests outside for check-in if there are no medications to be administered during the stay
- Staff will assist guest back out to their family/guardian’s vehicle at the end of the stay for check-out and to give belongings back to family/guardian.

What we are asking from you:

- Your loved one will have their temperature checked upon arrival by one of our staff and noted in their documentation
- If your loved one will be having medications administered during their stay, one person only is permitted to come inside Agape for the check-in process. We do ask that you as the parent/guardian wear a mask.
- If your loved one will not be having medication administered during their stay, please allow our staff to come out and welcome your loved one and their belongings into the home
- Please refrain from congregating with individuals outside your family as much as possible
- Report to Jennifer or myself if your loved one has had any symptoms of sore throat, cough, shortness of breath, headache or fever prior to coming to stay at Agape
- Report to Jennifer or myself if anyone in your household has the above symptoms

We are taking appropriate environmental safety precautions throughout the home and continuing standard precautions while keeping your loved one’s health at the forefront of our mission to serve. Please use discretion when sending your loved one to be cared for. Keep in mind underlying health related issues and if they are considered in the population that places them at a higher risk to contract COVID-19. If you are uncertain if your loved one is in that category, please feel free to call and discuss with me.

Sincerely,

Sherrie Kizer, RN – Executive Director
Statements of Policy and Procedures

Agape Respite Care, Inc.

CARF Heath and Safety 1. H

SUBJECT: Procedures for Universal Precautions & Infection Prevention for COVID-19

PURPOSE: Agape Respite Care is committed to be responsible and effective in providing safe care. The following procedures demonstrate our commitment to the safety of individuals we serve, our staff and our community.

POLICY: Agape Respite Care understands the importance of safely sanitizing surfaces and preventing droplets that could potentially contain infectious disease. Agape Respite Care Staff have been trained on OSHA, Asepsis, Universal Precautions, and infectious disease.

PROCEDURES:

1. All staff are trained in OSHA standards regarding droplet and contact infectious disease and how it spreads.

2. Appropriate PPE has been provided to staff such as; masks and gloves. Mask are required for all DSPs during working hours.

3. All staff and guests have their temperature taken and logged at the beginning of the day.

4. CDC approved sanitizing supplies are readily available for staff to disinfect all areas of the Agape House included but not limited to; door knobs, toilet handles, furniture surfaces, flooring, ink pens, toys, guest belongings, etc.

5. Staff are required to practice social distancing (6 ft apart) among our guests utilizing the Agape House for respite services. Since many will not tolerate a mask on their face.

6. DSPs are required twice a day to completely sanitize the Agape house. Once in the morning hours and once in the evening hours. This is documented when complete.

7. All DSPs are required to sanitize surfaces and to wash their hands and their guest’s hands more frequently throughout the day.

8. Staff have been trained to cover their coughs/sneezes into their inner elbow and to discard of any tissues immediately into a trash bin.

9. No more than 10 people including guests and DSPs will be out in the Agape House and guests will not share bedrooms during this time.

10. No guests are permitted to visit the Agape House at this time.

11. Only one guest parent/guardian allowed to come in with guest and only to check in medications. If no medications will be administered DSP will meet guest outside and bring them in, in order to limit the amount of traffic in the Agape House.

12. Staff and Families served will be screened by administration prior to working and prior to scheduling a visit.

Date Issued: 05/04/2020
Date Reviewed/Revised: 05/04/2020
SUBJECT: Temporary COVID-19 Policy & Procedures check-in process

PURPOSE: Agape Respite Care is committed to be responsible and effective in providing safe care. The following procedures demonstrate our commitment to the safety of individuals we serve, our staff and our community during the pandemic of COVID-19.

POLICY: The Agape House is a well-care environment. For the safety and comfort of your family member and to preserve the health of all guests and staff, we do not provide care for individuals who are ill. A person with a condition such as Chickenpox, infectious rashes, contagious viruses, bacterial illnesses and/or lice, are not eligible to stay at the Agape Home. A respite guest MUST BE fever free for 72 hours without medications and ready to resume their normal activity before coming to stay at Agape.

Agape Respite Care may request a statement from the individual’s physician stating the individual is in stable condition, listing any precautions or limitations and/or treatment to the usual plan of care, and confirming that respite is appropriate at this time. A negative COVID-19 test may be required before a guest can stay at the Agape House pending symptoms.

PROCEDURES:

ALL STAFF:
- Will wear a mask during all working hours
- Will check their temperature prior to beginning their shift and record it
- Will refrain as much as possible with congregating with others outside their family
- No staff member will report to work with symptoms of a sore throat, cough, shortness of breath, headache or fever.
- Staff will report to director if any family member in their household has the above symptoms prior to being allowed to work
- Staff are required to be fever free for at least 72 hrs. without medication before being considered to work a shift

FAMILY & GUESTS:
- Family will be screened over the phone for illness symptoms prior to scheduling a stay at Agape.
- Family/Guardian are to report to the office manager or director if your loved one has had any symptoms of sore throat, cough, shortness of breath, headache or fever prior to coming to stay at Agape
- Report to office manager or director if anyone in your household has the above symptoms
- Guest will have temperature checked and noted in their documentation upon arrival.
- One parent/Guardian may accompany guest into house if medications will be administered during their stay. They are required to wear a mask during check-in.
- DSP will greet guest outside under carport upon arrival if medications do not need checked in.
- We are asking families to refrain as much as possible with congregating with individuals outside their family.

ALL: Handwashing for 20 seconds is the single most effective way to prevent the spread of infection
Subj ect: Temporary COVID-19 Policy & Procedures for Guest Scheduling

Purpose: Agape Respite Care is committed to be responsible and effective in providing safe care. The following procedures demonstrate our commitment to the safety of individuals we serve, our staff and our community during the pandemic of COVID-19.

Policy: The Agape House is a well-care environment. For the safety and comfort of your family member and to preserve the health of all guests and staff, we do not provide care for individuals who are ill. A person with a condition such as Chickenpox, infectious rashes, contagious viruses, bacterial illnesses and/or lice, are not eligible to stay at the Agape Home. A respite guest MUST BE fever free for 72 hours without medication and ready to resume their normal activity before coming to stay at Agape.

Due to the pandemic Agape Respite Care reserves the right to screen families perusing a respite stay prior to scheduling for the health and safety of all persons served, our staff and our community.

Procedures: Temporary Guidelines for Scheduling A Stay

• Guest must be established with Agape Respite Care, Inc.
• Guest must live within Indiana.
• Considerations will be taken if the guest lives in an area in Indiana that is considered a hot-spot for COVID-19 positive cases and COVID-19 related deaths, resulting in not allowing them to schedule at this time. The director will monitor this.
• Families will be screened by the office manager to ensure good health and limited exposure to COVID-19 have been maintained by all members of the family.
  o Has there been any recent travel outside of Indiana?
  o Has anyone in your home tested positive for COVID-19?
  o Has there been exposure to anyone with a COVID-19 positive test?
  o Has anyone in the family had past or more recent symptoms of sore throat, cough, shortness of breath, headache or fever?
• When families schedule a stay, only one parent/guardian will be permitted to check-in their loved one’s medications. That person will be required to wear a mask throughout the duration of being inside the Agape House.
• If a guest will not be receiving medications during their stay, the DSP conducting the intake will meet the family outside the carport and welcome the respite guest inside. Parents/Guardians will sign documentation sheet outside.
• Respite stays will be scheduled first call - first serve with all the above considered prior to scheduling a guest. Agape will use the guideline of no more than 10 people in the house at one time including (DSPs and Guests).
• Agape is not allowing any outside visitors at this time.

The Agape Respite Care director and office manager will remain in contact with families, case managers, BQIS, CARF and other stakeholders, throughout the duration of the COVID-19 pandemic.

Date Issued: 05/04/2020
Date Reviewed/Revised: 05/15/2020
Statements of Policy and Procedures

Agape Respite Care, Inc.

CARF Health and Safety 1. H

SUBJECT: TEMPORARY COVID-19 EMPLOYEE OUT-OF-STATE AND OUT-OF-COUNTRY TRAVEL

PURPOSE: Agape Respite Care is committed to providing quality services for persons with disabilities in order to preserve their health through safe and ethical practice.

POLICY: Agape Respite Care understands the importance of standard precautions, social distancing, the need for additional personal protective equipment (PPE), and decrease personal exposure during the COVID-19 pandemic. Agape Respite Care follows executive orders, guidelines and recommendations driven by our Indiana State Governor, Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), Occupational Safety and Health Act of 1970 (OSHA), and the local Health Department.

PROCEDURES:
• TRAVEL OUTSIDE OF INDIANA
  o Staff are discouraged to travel outside of Indiana during the pandemic. However, if they choose to do so, they are encouraged to utilize standard precautions (included but not limited to good hand hygiene: washing hands for 20 seconds often, avoid touching hands to eyes, nose and mouth, wear a face covering when out in public if social distancing is not possible and to cover coughs and sneezes into the bend of their elbow or into a tissue that is immediately disposed of in a trash container.
  o Any employee with plans to travel outside of Indiana for a period extending beyond 24 hours are required to report to the office manager or executive director to discuss travel plans such as: (location traveling to, means of transportation, duration of stay, departure date and arrival date back to Indiana etc.)
  o Staff who travel outside of Indiana for a period greater than 24 hours will not be scheduled to provide direct care to any Agape Respite Care guest for a period of 72 hours beginning upon their arrival back to Indiana.
    ◆ Staff will self-quarantine for 72 hours beginning upon their arrival back to Indiana.
    ◆ After 72 hours of quarantine staff will be qualified to resume direct care to Agape Respite Care guests.
      ▶ Required to take temperature upon arrival to shift
      ▶ Required to wear a surgical or N-95 face mask (provided by Agape) for 10 consecutive calendar days in place of cloth masks during shifts in that time frame
    ◆ Staff will continue health monitoring and report any of the following symptoms to the office manager or director.
      ◦ 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
Statements of Policy and Procedures

CARF Health and Safety 1. H

SUBJECT: TEMPORARY COVID-19 EMPLOYEE OUT-OF-STATE AND OUT-OF-COUNTRY TRAVEL

- Any other new/unusual symptom

PROCEDURES CONTINUED:

- TRAVEL OUTSIDE OF THE UNITED STATES
  - Staff are discouraged to travel outside of the United States during the pandemic. However, if they choose to do so, they are encouraged to utilize standard precautions (including but not limited to good hand hygiene: washing hands for 20 seconds often, avoid touching hands to eyes, nose and mouth, wear a face covering when out in public if social distancing is not possible and to cover coughs and sneezes into the bend of their elbow or into a tissue that is immediately disposed of in a trash container.
  - Staff who choose to travel outside of the United States during the pandemic will not be scheduled to work direct care for any Agape Respite Care guest for 336 hours (14 days) beginning upon their arrival back to Indiana.
    - Staff will self-quarantine for 336 hours (14 days) beginning upon their arrival back to Indiana.
    - After 336 hours of quarantine staff will be qualified to resume direct care to Agape Respite Care guests.
      - Required to take temperature upon arrival to shift
      - Required to wear a surgical or N-95 face mask (provided by Agape) for 10 consecutive calendar days in place of cloth masks during shifts in that time frame
    - Staff will continue health monitoring and report any of the following symptoms to the office manager or director.
      - 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
      - Any other new/unusual symptom

FAILURE TO REPORT:

Violations of this policy, including your failure to report/disclose travel plans and fully cooperate in Agape Respite Care’s safety measures may result in disciplinary action up to and including discharge.

Agape Respite Care reserves the right to modify this policy as deemed necessary.
AGAPE RESPITE CARE
STAFF TRAINING

Monday, May 4, 2020

Sherrie Kizer, RN – Executive Director
AGENDA

Compliance
Prohibition of Intervention
Bomb Threat
Utility Failure
Asepsis/Universal Precautions/OSHA
COVID-19 New Protocols
Opening and Closing House
ASEPSIS, UNIVERSAL PRECAUTIONS, INFECTIOUS DISEASE

THINK SAFETY FIRST
Asepsis

the state of being free from disease-causing contaminants (such as pathogenic bacteria, viruses, pathogenic fungi, and parasites) or, preventing contact with microorganisms.
The goal of OSHA is to educate employers and employees about hazards and how to protect themselves.
HAND WASHING

CDC RECOMMENDS
20 SECONDS

THE SINGLE MOST EFFECTIVE WAY TO PREVENT THE SPREAD OF INFECTION
When should you wash your hands?

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After assisting another person with toileting needs
- After blowing your nose, coughing, or sneezing
- After touching garbage
- Before and After gloves – Never use the same gloves between guests or uses. Always put on a fresh pair when needed.
- NEVER wear gloves outside the bedroom or restroom. Contaminated/Used gloves need disposed of before leaving an area.
  (No carrying trash out with dirty gloves on)
CORRECT TECHNIQUE FOR ASEPTIC HAND WASHING

1. Remove your watch and any rings
2. Turn on the water and regulate it to a comfortable, warm temperature.
3. Wet your hands, wrists, and forearms.
4. Apply soap to your hands, wrists, and forearms.
5. Wash your wrists and forearms using at least 10 rotary motions and at least 10 friction motions.
6. Point your arms downward, and rinse from elbow to fingertips.
7. Wash your palms and the back of your hands using at least 10 rotary motions and at least 10 friction motions.
8. Be sure to scrub between fingers and under fingernails.
9. Interlace your fingers and rub them up and down at least 10 times.
10. Point your hands downward and rinse thoroughly.
11. Leave the water running while you dry your hands with a clean, disposable (or single-use) towel.
12. Blot your arms and hands, beginning at your forearm and blotting down to your fingertips.
13. Turn the faucet off using a clean paper towel as a barrier.
14. Dispose of the towel appropriately, preferable in a can with a foot-pedal-operated lid.
UNIVERSAL PRECAUTIONS

Universal precautions refers to the practice, in medicine, of avoiding contact with patients' bodily fluids, by means of wearing nonporous articles such as medical gloves and masks.

KNOW WHERE TO LOCATE THESE LISTED ITEMS

UTILIZE “ALWAYS”

WHEN COMING INTO CONTACT WITH BODY FLUIDS
What are the RISKS?

❖ BLOOD and other BODY FLUIDS (i.e. semen, vaginal secretions, saliva, urine, feces, vomit) can contain viruses and bacteria that can be passed on to another person through DIRECT contact.

❖ Hepatitis A, B & C and HIV are diseases that can be transferred from one person to another through contact with infected blood and/or body secretions.
HOW ARE BLOOD & BODY SECRETIONS PASSED FROM ONE PERSON TO ANOTHER?

❖ Through open areas on the skin
❖ By splashing secretions in the eye
❖ Through the mouth and nares
❖ Unprotected sexual activity (oral, anal, and vaginal)
❖ Injury with contaminated needles or other sharps
❖ Prenatally (mother to baby) and during the delivery
❖ Anyone could be infectious. Treat all people the same.
UNIVERSAL PRECAUTIONS

Keep cuts and sore cuticles covered (wear gloves)

Cover coughs and sneezes in inner elbow area (utilize masks)

Biohazard signs indicate that contents are contaminated with blood or other fluids potentially infected with HIV & HBV.

AGAPE BIOHAZARD BOX IS LOCATED IN THE UTILITY CLOSET
INFECTIONOUS DISEASES

(Blood Borne Pathogens)

Hepatitis B & C and HIV

diseases that can be transferred from one person to another through contact with infected blood and/or body fluids.

****ALL persons should be treated as infected when coming into contact with body fluids****
INFECTIOUS DISEASES
(PASSED THROUGH FECES/ORAL)

Hepatitis A – Hep A Vaccine best protection

Hep A is found in stool (feces) of a person whom tests positive. Usually spread by placing something in the mouth that appears clean, but has been contaminated by infected stool.

ALWAYS wash your hands after using the restroom, assisting another person with toileting needs and before preparing or eating food
TB can quickly attack any part of the body, but most frequently attacks the lungs. When infected persons sneeze or cough – tiny particles containing mycobacterium tuberculosis may be expelled. The bacteria can remain suspended in the air for several hours. Transmission occurs when another person inhales the infected particles. 

TB skin and/or X-ray determine Diagnosis
How To Protect Yourself From Blood and Body Secretions

EASIEST WAY – SELF TREATMENT

❖ Use disposable gloves or use a plastic bag (trash, shopping, or sandwich bag if out on your own) over your hands to create a barrier.

❖ Employers must provide appropriate personal protective equipment (PPE) (gloves, goggles, disinfectant, etc.) for your use while at work.

❖ Know where items are located at all times so that you will be better prepared to protect yourself.
ADDITIONAL WAYS TO PREVENT AND PROTECT AGAINST INFECTIOUS DISEASE

1. Hep B immunizations (Series of 3)
2. Annual Influenza immunization
3. Annual Tuberculin Skin Testing
HOW TO SAFELY HANDLE BLEEDING

- Hold an absorbent material to the wound – a clean disposable diaper offers a good absorbent material with an added protection of a plastic backing. You can also use paper towels, tissue, or newspaper.

- Hold pressure until the bleeding stops.

- Place a band aide or bandage over the wound if needed.

- Dispose of bloody material in a sealed plastic bag and then a plastic lined trash can.

- Everyone should wash their hands with soap & water as soon as possible (preference)  
  (Hand Sanitizer may be used if soap water are not available)
HOW TO SAFELY CLEAN UP BLOOD AND BODY SECRETIONS

- WEAR DISPOSABLE GLOVES
- Wash the area with soap and water. Dry the area.
- Disinfect the surface with a solution of 1:10 Bleach/Water (Clorox cleaner) Allow area to remain wet for at least 10 minutes before drying.
- Use disposable cleaning materials if possible, such as paper towels instead of a cloth.
- Dispose of cleaning materials and gloves in a sealed plastic bag.
- Wash hands with soap and water.
STANDARD PRECAUTIONS
WHEN CLEANING PERSONAL ITEMS:

1. Double bag contaminated personal and disposable items to discard into regular trash.

2. OSHA approved sharps container: Razors, Needles, Epi-Pens (all other sharp items)


4. Dishes should be run through a complete dishwasher cycle or washed in hot soapy water and rinsed in hot water.

5. Contaminated Surfaces: 1:10 bleach/water mixture (Clorox Cleaner)
❖ If a guest is ill (vomiting, running a fever, diarrhea, etc....) Contact the director. The director will contact the parents and the guest will leave Agape. Agape will not keep guest who are acutely ill. Document event in notes.
❖ If you are injured on the job – contact the director immediately – fill out an incident report for self (See Jennifer for correct form)
❖ All toys, surfaces and areas should be disinfected between guests using them and being finished with them.
❖ All bedrooms should be cleaned and disinfected after guest departure.
❖ Gloves to be utilized with all toileting assistance with EVERY guest.
❖ Washing your hands often is the best way to fight against the spread of Disease.

CDC recommends washing hands – thoroughly scrubbing for 20 seconds is effective.

Recite the alphabet song along with the little jingle that goes with to completion - that is about 20 seconds.
NEW PROTOCOLS FOR DSPs Working, Guest Check-In and Check-Out

COVID-19
GUIDELINES FOR ALL STAFF

• Each staff will take their temperature upon reporting to work
• Everyone will maintain minimal contact with individuals outside of their home
• Do not report to work if anyone in your home is symptomatic
  • Call director to discuss first
• Masks are a requirement during all working hours
• Staff will not be able to work if any of the following are present:
  • Sore throat
  • Shortness of breath
  • Headache (outside of chronic cases)
  • Fever (must be fever free without medications for at least 3 days – 72 hours)

NO VISITORS AT AGAPE THROUGH THIS TIME
GUIDELINES FOR CHECKING IN A GUEST

• If guest has no medications to be administered, DSP will go out to car and bring guest and belongings into the Agape house.

• If medications need checked in: Only one parent/guardian may enter the Agape house for the check-in process. We are requiring they wear a mask also.

• Guest temperature will be taken by DSP upon arrival and noted at the beginning of guest notes.

• Guests will be screened prior to coming for symptoms of: sore throat, coughing, shortness of breath, headache, or fever. If any are present guest will not be permitted to stay.

• Insure minimal contact with others outside their home has been maintained and that no one in the household is ill.
GUIDELINES FOR CHECKING OUT A GUEST

• DSP will take belongings out to car for family (belongings, food, medications etc.)

• DSP will take guest out to family and have family sign notes outside (remember to sanitize ink pens also)

REMAIN MASKED UP
Sanitizing wipes for all handles (kitchen & bath) door knobs inside and out, remotes and light switches.
Sanitizing surface cleaner for all tables, counter tops in shared spaces.
Lysol spray for furniture.
And anything else you think may be touched often by people

**ANY CLEANER THAT KILLS 99.9% VIRUSES AND BACTERIA**

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*AGAPE IS ABLE TO BE OPEN BECAUSE OF ALL OF YOU!!! THANK YOU! EACH OF YOU ARE AMAZING AND PUTTING FORTH SUCH GREAT EFFORTS TO KEEP EVERYONE AT AGAPE SAFE!!!!*
For families checking in a guest a mask will be required when entering to help keep the ones we love safe.

(Please only one family member)

If you do not have one staff will give you one to use while checking in your family member.

Thank you in advance for your cooperation!
To Whom It May Concern:

Agape Respite Care Inc. provides services that are primarily funded by Medicaid Waiver to individuals with physical, intellectual and/or developmental disabilities. Therefore, Agape Respite Care is deemed “Essential Human Services” under the State of Indiana Executive Department of Indianapolis Executive Order #20-08 Human Services Operations.

Let it be known that services are primarily provided at an out of home respite care house located at 298 Emmental Drive Berne, IN 46711. There are also two residential homes where services are rendered. To maintain Federal Law HIPAA guidelines those two private addresses will not be disclosed. However, one home is located in Bluffton Indiana and the other is located in Monroe Indiana.

The individual in possession of this letter should be considered exempt from all local restrictions such as; curfews, shelter-in-place orders, and other mobility restrictions when reporting to or returning from their daily working shifts. We ask that you allow this individual to continue with his/her job in the interest of providing services to the specials needs community.

If you have any questions please call Sherrie Kizer, RN – Director of Agape Respite Care, Inc. 20-589-3351.

Best Wishes,

Sherrie Kizer
COVID-19 STAFF TEMPERATURES PRIOR TO WORKING
Any temp ≥ 100 °F Report to Director

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