



March 18, 2020

To our Wonderful Partners:

In a continued commitment to the health and safety of our clients, our staff, and our families during this Coronavirus Pandemic, Koremen Disability LLC is enacting the following guidance effective:

Monday, March 23, 2020 until Friday, April 10, 2020

Specifications - All specifications will be halted unless it is an emergency situation.

Inspections - Inspections will continue but under the following procedures.

- 1) A single Koremen Staff member will perform all EXAMs.
- 2) The client will be called upon for job completion notification and a phone health screening will occur.
- 3) The Care Manager (CM) will be notified and an EXAM time will be agreed upon. The following methods of CM EXAM engagement are available:
 - a. In Person
 - b. Telephone
 - c. Face Time
 - d. Recorded Video of the Inspection
- 4) The day of the EXAM, the client will receive a second health screening. If the client is ill, the EXAM will be cancelled. If the client is healthy, the EXAM will continue as scheduled.
- 5) While on site, staff will follow internal health and safety policy requirements to reduce cross-contamination including but not limited to:
 - a. Disinfecting our hands before and after in-home visits.
 - b. Wearing masks during the entirety of the in-home visit.

All communication from contractors, care managers, clients, and other stakeholders should be directed to information@KoremenLLC.com or 317-218-3997. These internal guidelines will be re-evaluated as the pandemic unfolds.

Thank you,

Jeffrey Hughes | Executive Director

Koremen Disability LLC