

# CORNERSTONE ASSOCIATES, LLC

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To All Cornerstone Associates stakeholders,

Over the past several days we have watched, listened, and read about the Coronavirus and its potential impact. We have reached out to state health authorities and have collected information as it has become available. As you're likely aware, the situation seems to change almost hourly. There have been several cases of Coronavirus confirmed in Central Indiana and it is expected to spread.

In effort to protect the health of consumers, the people who support them, families, and other members of the Cornerstone Associates team, we will continue to follow the guidelines provided by the CDC and recommended to us by the Indiana State Department of Health. Specifically, we have increased the frequency of cleaning and disinfecting; have provided refresher training on universal precautions and handwashing; have reminded employees to be vigilant and to report flu-like symptoms observed in consumers; and have reinforced our long-standing practice of not allowing employees with cold or flu-like symptoms to report for work. Additionally, we have suspended most community-based activities until the threat has subsided.

We will continue to monitor and adapt our practices as this situation develops and as information becomes available. Our organization is listed as a priority service provider by the Indiana State Department of Health in the event of emergency conditions.

These are unfamiliar circumstances and represent uncharted territory. We are navigating this situation with caution and the well-being of our consumers and staff as our guide. It is our goal to minimize everyone's risk as much as possible and it is our hope that everyone remains healthy!