

To All Addus Caregivers:

Addus is required to begin including a COVID-19 pre-screen questionnaire as part of your process now before you start every visit –

- You are required to ask the client specific questions and document the answer to those questions.
  - Even if you have asked these questions of the client, in a past visit;
  - Make certain to maintain the recommended minimum distance of 6 feet from the client or anyone else in the home, as you ask the questions.
- There are 2 ways to complete the pre-screen task:
  - Use the manual form provided on [The Caregiver Resource Center](#), which you will submit with your timesheets – There is one for weekly pay and one for bi-weekly pay – we have updated them on the Addus page you are directed to.
  - If you use Electronic Visit Verification (EVV), CellTrak will have the questions on their platform for easy answering later this evening. We are working with the other EVV systems and should have information for you soon. Until then please use a manual form to pre-screen. If you are using EVV systems, please use the Employee Questionnaire provided on [the Caregiver Resource Center](#) prior to starting the visit.

## **You are Essential**

There has been much in the news lately about Sheltering in Place, and which employees might be included in the recommendation – without you it would not be possible for our clients to remain in their homes. That is an awesome responsibility that you fulfill every day, and we can't tell you how much Addus leadership appreciates your dedication to that mission. Your position is considered essential by the states putting in effect Shelter in Place instructions.

Please continue to check the [Caregiver COVID-19 Update Center on Addus.com](#) daily for updates!

**Thanks,  
Addus Leadership Team**