



March 24, 2020

Dear Parents, Guardians, Clients, Care providers, and Partner Agencies,

As we continue emailing updates regularly, to provide prompt and effective communications to our constituents, **we are asking that you please [visit our website to sign up for immediate electronic communications](#), or call to provide this information.**

VARC, Inc. continues to monitor updates and guidelines from our local and state health officials. Transparency and communication is important to us, and we're committed to providing updates as they become available. We want to inform you that as of today, **our services remain open**. We received clear guidance today from the State of Wisconsin – Department of Health Services (DHS), via a document titled "Emergency Order #12". This most recent directive states the following:

*NOW THEREFORE, under the authority of Wis. Stat. § 252.02(3) and (6) and all powers vested in me through Executive Order #72, and at the direction of Governor Tony Evers, I, Andrea Palm, Secretary-designee of the Wisconsin Department of Health Services, order the following.....*

*#9. Human Service Operations. For purposes of this Order, individuals may leave their residence to work for or obtain services at any state, institutional, or community-based setting providing human services to the public. Human Service Operations includes, but is not limited to:.....home-based settings to provide services to individuals with physical, intellectual, or developmental disabilities, seniors, adults, or children; adult day care, adult day services, and supportive home care;.....vocational services, or rehabilitation services; developmental centers;*

*#13g. Essential Businesses and Operations.....Organizations that provide charitable and social services. Businesses and religious and secular nonprofit organizations, including prevocational group supportive employment.....individuals who need assistance as a result of this public health emergency, and people with disabilities.*

Again, our services remain open. We continue to encourage care providers, guardians and clients of our services to use discretion in participating. If individuals exhibit signs of illness, we are asking that they remain home until symptom-free for 24 hours.

Thank you for your understanding, support, and assistance as we continue to maintain safe and consistent services for clients and their families. If there are any questions or concerns, please contact Niki Steele, Director of Client Services, at 608-637-3934 or [nsteele@varcinc.com](mailto:nsteele@varcinc.com).

Thank you,

Your VARC, Inc. and Insite Teams



March 16, 2020

Dear Parents, Guardians, Clients, Care providers and Partner Agencies,

VARC, Inc. continues to monitor updates and guidelines from our local and state health officials. Transparency and communication is important to us, and we're committed to providing updates as they become available, including our current status and practices as it relates to COVID-19.

We are dedicated to client safety and wellbeing, therefore we continue to remain flexible in order to adhere to the available guidance provided by health officials, and to meet the needs of our clients who depend on our services while ensuring safety continues to be the priority. As of today, our services remain open, and we have instituted some key practices we want you to be aware of.

- We are highly encouraging care providers, guardians and clients of our services to use discretion in participating, to decrease the risk of exposure amongst our communities. We are asking the same of our staff. If clients are believed to be within a high-risk category (as outlined by the CDC, [www.cdc.gov](http://www.cdc.gov)), we ask that responsible, informed decisions be made about attending services. If individuals exhibit signs of illness, we are asking that they remain home until symptom-free for 24 hours.
- We have limited all travel between locations, and are allowing external visitors on a medically-needed basis only. Meetings have been rescheduled or are being held via technology.
- We will continue to provide educational materials, postings, and reminders for every day hygiene practices, and will ensure this occurs amongst all individuals at VARC.
- We are requiring all persons, upon entering and exiting spaces, to wash and/or sanitize their hands and spaces. We have also substantially increased other sanitization practices throughout each location, and in all vehicles.
- We are limiting all activities that are typically provided in various community locations, to increase social distancing.
- We are increasing the physical distance between individuals, when possible, and reducing group sizes of our activities.

We are emailing updates regularly, to provide prompt and effective communications to our constituents. **Please visit our website to sign up for immediate electronic communications.**

[www.varcinc.com](http://www.varcinc.com)

Thank you for your understanding, support, and assistance as we continue to maintain safe and consistent services for clients and their families. If there are any questions or concerns, please contact Niki Steele, Director of Client Services, at 608-637-3934.

Thank you,

Your VARC, Inc. and Insite Teams