



May 14, 2020

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

In light of new information related to the 'Safer at Home' restrictions being lifted in Wisconsin, VARC and Insite wanted to provide the following updates to clients and families:

- VARC and Insite will continue to enforce social distancing practices. Upon attending services, please remain 6 feet apart when possible. Staff will assist in providing reminders and assistance to clients to do so.
- VARC and Insite will continue to require masks during all transportation and service time (unless clients are medically unable to wear them). All staff will continue to be required to wear masks as well.
- Increased sanitation and cleaning processes will continue to be heightened. All staff and clients will be asked to maintain a strong level of hand hygiene and will be provided hand sanitizer to use while at VARC.
- We are asking returning staff and clients to complete a brief health assessment prior to returning. This will be facilitated by program supervisors at each division.

We look forward to continuing to welcome clients back to services. When making the determination to participate in services, please refer to www.cdc.gov as a resource. You can also reference the State of Wisconsin website at <https://www.dhs.wisconsin.gov/covid-19/index.htm>. Please keep in mind that a 48 hour notice is preferable. When ready, please reach out to the Supervisor in the location where the client normally would attend. This can be done via email or phone. If you are unsure of the contact, please refer to the contact information for Niki Steele, below.

Thank you for your ongoing support, understanding 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.

Thank you,

Your VARC, Inc. and Insite Teams