



June 3, 2021

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

Following guidance from the CDC and the most recent updates from Gov. Evers' administration, effective June 14, VARC will be encouraging, but not requiring the use of masks for employees, clients and visitors who are fully vaccinated, unless the below circumstances apply. Per CDC guidelines, non-vaccinated individuals, including those under age 12, should continue to wear masks while present at VARC.

Due to the nature of our business and the individuals served, there will be times when a mask is still required, regardless of if an individual has been vaccinated or not. Masks will continue to be required during the following instances:

- Per Department of Transportation: While transporting clients, including on buses, in company vehicles and personal vehicles. Clients will also be required to continue wearing masks while being transported.
- Completion of personal cares, or 1:1 assistance that requires close and continuous contact with assigned clients.
- While visiting or working at an alternate location that still requires the use of masks, such as job coaching at a place of business that has a mask requirement.
- When required as PPE for production or other related work.
- While attending work-related events, etc., where the event/facility requires the use of masks and individuals are acting as a representative of VARC.

Increased sanitation and cleaning processes continue to be heightened. All staff and clients are asked to maintain a strong level of hand hygiene and are provided hand sanitizer to use while at VARC.

Appropriate accommodations can be made on a case-by-case basis and upon request.

Per CDC guidelines we continue to ask that employees remain home when sick until 24 hours fever/symptom free, without medication.

All questions regarding this information can be sent to Niki Steele, Director of Client Services.

Thank you for your ongoing support, understanding, and assistance as we continue to maintain safe and consistent services for clients and their families.