



**To:** Via Employees  
**From:** Lisa Walkiewicz, President & CEO  
**Date:** March 20, 2020  
**Re:** Closure Update & Services Exempt from Closure

---

We know this is a very challenging and confusing time. Changes are happening quickly with new information being communicated moment by moment. We want you to know, we are doing everything we can to make sure your concerns and the health and safety of Via's participants and staff are being considered in every decision being made here at Via.

As mandated by the PA Office of Developmental Programs (ODP), Via's buildings and most services (prevocational workshop, adult training facility, small group employment, early intervention services and community employment services) are closed through March 27, 2020. Via Thrift Stores are also closed through March 28, 2020. We received notice from OCDEL that Lehigh Children's Academy is able to provide childcare to essential service personal only such as first responders and health care workers. LCA started providing childcare service to those individuals today.

We received notice this morning that Via's home and community-based services funded and administered through the Office of Developmental Programs (ODP), are considered life-sustaining and are therefore exempt from the Governor's directive asking for the closure of all non-essential businesses. Home and community-based service providers, like Via, offer services that maintain basic health and safety requirements in a multitude of essential ways and providers are expected to continue offering those services through the COVID-19 crisis period.

At this time through guidance from ODP, Via can provide limited Community Participation supports, In-Home services and Behavioral Support services. We also learn more every day through statewide and national webinars about how to support Via's participants through this crisis. ODP is looking at how to provide services in alternative manners including through digital communications like Skype and Facetime. **If you are interested in providing services for participants who want it, please contact your supervisor.**

### Communication

We will continue to provide updates to employees as more information become available. Below is an outline of how we will communicate with staff and participants:

- Closing information will be shared through **WFMZ and Facebook**. Sign up for text alerts through WFMZ.com. Click on WFMZ Storm Center and click on "Sign Up for Text Alerts". Like Via on Facebook so updates are shared in your Facebook feed.
- Detailed information about Via's closure and employee compensation/benefits during this crisis will be shared by Via email and Paylocity. Download the Paylocity app to receive updates on your device. Via's company ID is 18725.
- Frequently asked questions about Paid Leave Bank (PLB) and Unemployment will be distributed through email and Paylocity.



### **Timesheets for Pay Period March 8 to March 21**

Please submit your timesheet **no later than Friday, March 20**. List any PLB time you have taken this week on your timesheet. If you use Paylocity or SETWorks to request time off/PLB time, please continue to do so. The next pay will be issued on March 27. If you are having any payroll related issues including Paylocity & SETWorks systems, please contact Josh Diehl [j.diehl@vianet.org](mailto:j.diehl@vianet.org) and Kat Ricker [k.ricker@vianet.org](mailto:k.ricker@vianet.org).

**Supervisors: please assist your staff with submitting timesheets if they do not have access to email. In addition, please complete the PLB request spreadsheet that you received by email today. Human Resources needs this information to properly complete Unemployment Claim Forms.**

### **Federal Relief in Legislation**

Legislation has been passed called the Families First Coronavirus Response Act. The act will provide paid leave for an employee that is unable to work or telework due to the following:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in (1) or has been advised as described in (2).
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

**We will release more information regarding this legislation once we receive interpretation and guidance from the Department of Labor.**

### **Short-Term Disability**

Employees who are full-time and have been employed with Via for one year can apply for short-term disability under Via's short-term disability policy provided by Sun Life if they themselves have contracted the virus and are unable to work. Employees who are eligible and laid off (not working) will be eligible for up to one month post lay off.

The waiting period under this policy is seven days. After the seven-day waiting period eligible employees will receive 60% of their weekly pay for up to 90 days. Sun Life will promptly pay all valid claims in which an eligible member has a qualifying and documented medical event, including an event related to COVID-19 (Coronavirus).



If you need to file a claim and are covered under this policy, please contact Kristen Del Valle [K.Delvalle@ViaNet.org](mailto:K.Delvalle@ViaNet.org) to obtain the claim form. You will need to complete the employee section of the form and your doctor will need to complete the physician section.

### **Employee Assistance Program (EAP)**

Via employees can utilize our Employee Assistance Program to gain support, resources and information during this difficult time. EAP provides counseling services, financial resources and specific crisis support. Support services are available at [www.guidanceresources.com/crisis](http://www.guidanceresources.com/crisis) or by calling the toll free resources line at **888-828-3240**. There is a COVID-19/Coronavirus toolkit that can be accessed by clicking on the link below. This was done to consolidate resources into one live link for ease of access. Also, the links below are provided for ComPsych's webinars relating to the Coronavirus.

Coronavirus U.S. Digital Toolkit: <https://pages.e2ma.net/pages/1807892/20932>

Coping With Uncertainty About The Coronavirus Course:

<https://attendee.gotowebinar.com/register/361653968327770625>

### **Health Insurance**

At this time, coverage under Via's health plan will remain in effect through this closing event.

**Please contact the human resources department with any questions or concerns.**