



To: Via Employees
From: Jill Pittenger, Director of Human Resources
Date: April 9, 2020
Re: Masks Required for Employees Providing Direct Service, Production & Janitorial Services

Going forward, Via employees who are providing in-person direct support, production or janitorial services are required to wear masks while working. You can make your own (directions are below) or pick one up at Via. Masks were donated and are available for pick-up at Via between 8:30am and 4pm, today, April 9 and next week Monday through Friday 8:30am and 4pm. To help maintain social distancing, please ring the doorbell when you arrive and wait in the vestibule for someone to come up front. Thank you for all you are doing to support Via participants!

In addition, it is required that Via Employees who are providing in-person direct support, production or janitorial services have hand sanitizer available to them. Hand sanitizer (8oz bottle) is available for pick-up at Via at times listed above.

Please take only one mask and one hand sanitizer per employee. If you already have a mask or hand sanitizer, you do not need to pick up. Masks available at Via should be washed daily (machine or by hand), but should NOT be put in the dryer.

[What Type of Mask Do I Need?](#) – we fall under General Public
[FAQs and How to Make a Fabric Mask](#) – sew and no-sew options