For Personal Care Workers (PCWs) coming to the building

Thank you for your continued dedication to the safety of clients, coworkers, and the community.  You are the backbone of Community Living Alliance, and we greatly appreciate your continued care and attention to the clients that rely on you!

For everyone’s safety CLA requires that masks be worn in the CLA building as outlined in Dane County’s Emergency order.

**If you are dropping off completed timesheets or other forms**, please put them in the green mail box (do not bring them to the receptionist).  We will be extending the green box timesheet drop-off time to 10:30am on Tuesdays.

**If you need blank timesheets or time-off forms**, please stop at the table in the vestibule to pick up what you need.

**If you need gloves**, please call in your request in advance and we will have your order ready for pickup within 1 hour.  You can pick up your gloves from the table in the vestibule.  **CLA has implemented a two box maximum for each client for 60 days.**

**If you need anything not listed above**, please feel free to enter the building and speak with the receptionist.  In addition to the mask requirement, please keep a 6-foot distance between you and any other persons in the lobby area.

**THANK YOU for your cooperation!**