

Dear VPP Team Member,

Thank you for volunteering to be a team member for the __ VPP **Recertification** Evaluation starting on **February 21, 2017** at **1 Kratzer Ave, Harrisonburg, Virginia.**

You will also be receiving the following items separately:

1. The most recent VPP Evaluation Team report,
2. The most recent annual VPP Self-evaluation report,
3. The VPP Evaluation Team schedule for the week,
4. A link to their policies that you can access online to review before the evaluation,
5. Lodging Information where the team will be staying, and
6. Required PPE for the evaluation team members.

Day 1

Transportation: If you are staying overnight at the team hotel or living nearby, you are welcome to carpool with the team. Generally, the team will meet in the lobby one half hour or so before departure to the facility to introduce each other. Please bring all required PPE. Laptops are usually not needed the first day. Please, make your team lead aware if you will be arriving the night before the inspection.

Opening Conference: Once we are at the facility there will be an opportunity to network before the opening. The site will be orienting the team and any guests and the team will be introduced to the employees at the facility.

Walkthrough tour: During the walkthrough tour you will be accompanied by site employees. They will take all photos and any measurement that you may need. Please take notes concerning any items to be corrected, best practices, ideas you can use at your location, or items you may have questions about. Your notes will be for your use in the evaluation.

Daily Closing Conference: At the end of each day the team will prepare a presentation to close out the findings of the day. This typically occurs in the afternoon at 4 pm.

Day 2

Interviews: Formal employee interviews will be scheduled by the team lead and the site for all shifts. Usually these last 15-20 minutes each. You have a set of interview questions attached. Take time to look these over. We recommend that you bring a copy of these for your reference. If you are uncomfortable performing any interview, please inform me.

Program review: You will have an opportunity to review the hard copies of any documentation required by your assignment areas. Please take the time to review the electronically provided programs before you arrive the first day.

Walkthrough: You will have opportunities to return to locations in the facility that you would like to see again or that are specific to your assigned areas. We will begin complete the worksheet as a team.

Daily Closing Conference Close out the day with any additional items discovered (Items to correct, Best Practices, Recommendations).

Day 3

Interviews: Finish up with interviews with site management and employees.

Final Team duties: answer all outstanding questions. Complete the site worksheet.

Final Closing Conference: Team will decide on status of site. Prepare closing presentation. Say goodbye!

Recommendations for each team member

1. Please join the team members for dinner as a group at least one night.
2. If there are any questions, ASK!
3. Immediately inform the team lead if you are having any type of problems before or during the evaluation (health, issues family issues, team issues, etc.).
4. Laptops are not required but can be useful in your tasks.

Thanks again and welcome to the team!

Name

VPP Evaluation Team Lead

Thank you for your interest in VPP!

Good Morning,

Thank you for volunteering to be a team member for the Fareva Richmond VPP Recertification evaluation on November 1st to 3rd at their Richmond location located at 2248 Darbytown Road, Richmond, VA.

Attached is a contact form for you to complete and email back to me.

Below is a link to their policies that you can access online to review before the evaluation. I will email the password in a separate email for security reasons.

http://www.doli.virginia.gov/vosh_coop/vosh_vpp/restricted/

The Username is: dolivpp

I will also be sending you hotel information, and required PPE and team assignments.

The hotel the team will be using is the Four Points by Sheraton at 4700 S. Laburnum Avenue, Richmond, VA. Here is the link. Mention the Government Rate of \$91.00 a night. Please make your reservation ASAP.

<http://www.starwoodhotels.com/fourpoints/rates/rate.html?propertyId=3856&rtnId=&arrivalDate=2016-10-31&departureDate=2016-11-03&iataNumber=&rp=RC%3ADFRLM%2CRC%3ABARRLM%2CRC%3APRORLM%2CRC%3AGOVRLM&numberOfRooms=6&numberOfAdults=1&numberOfChildren=0>

Attached you will find their Annual Report and their last VPP Inspection Report. Once team assignments, the PPE requirements and their evaluation worksheet are completed I will be forwarding that to you also.

If at any time you have questions, please let me know.
As more information is available I will be sending updates to you.

Thanks again and welcome to the team!

Thank you for your interest in VPP!