

An Important Message to our Clients regarding our Response to the Coronavirus

March 4, 2020

Many of our clients are concerned about our plans and responses to the risks associated with the coronavirus (COVID-19). We are committed to doing everything possible to protect the health and well-being of our temporary associates, your employees as well as minimizing potential disruptions to your business.

Our business continuity and life safety teams have been closely monitoring updates from the Centers for Disease Control and Prevention (CDC), which currently states that the immediate health risk to the general public in the United States is considered low. Nevertheless, we are implementing a range of policies and procedures to ensure we are fully prepared if and when a pandemic occurs. The following steps are fully aligned with the recommendations of the CDC.

- At the branch and employee level, we are requiring frequent hand washing, as well as the use of hand sanitizer and regular disinfectant of all hard surfaces. We are also providing supplies to each location to ensure these rules can be followed easily.
- Employees (our colleagues and temporary associates) who have recently traveled to any country the CDC is reporting as having a Level 3 risk related to coronavirus are not to come to work until 14 days after their return from that country. The same applies if a household member has traveled to one of those countries. This applies even if they are symptom free. They will be required to produce a doctor's note stating that they are cleared to return to work.
- Also, we are not allowing an associate to report to work with a fever of 100 degrees or more or if they are feeling ill. We will be asking for physician documentation to ensure this policy is not abused.
- We recognize that you may have an attendance policy that does not support the preceding two changes. In the interest of the health and safety of our employees and yours, we hope you will allow this change temporarily. As soon as the crisis abates, we will cancel these policies.
- We will do our best to coordinate with you to ensure that our preventative measures and policies are aligned with your company's policies.

We will update our policies as needed in response to this evolving situation. In the meantime, if you have any questions please don't hesitate to contact your Business Development Manager or primary contact with our company.

Also, if you want to keep up to date with the actions and recommendations of the CDC, the best source is its websites at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> or in Spanish at <https://www.cdc.gov/coronavirus/2019-ncov/index-sp.html>