



Dear Valued Contractor

During these unprecedented times, Staffing 360 Solutions has been working hard to respond to the Covid-19 crisis and our absolute priority is to ensure the ongoing well-being and safety of our contractors, staff and customers.

As part of our combined obligations to you, we will work with you and the Client to ensure you are well informed about the measures the Client's organization has taken to safeguard all Contractors' health and safety while on assignment.

**Our combined aim with the Client is to:**

- Provide you with information on any risks including the control measures in place and any health surveillance required
- Provide you with relevant information for reporting symptoms (or exposure to) Covid-19
- Deliver adequate and sufficient information, instruction, and training to enable you to provide services safely.
- Notify you of the PPE required to provide services safely in the role
- Ensure you know how to raise any health and safety concerns on the work site

If you do not feel well informed about any of the above before or on commencement of the assignment or on recommencement of working on the work site, please let us know.

**Protocols for commencing an assignment or returning to a work site**

You should ensure that before you commence your assignment or return to the work site you notify us of the following:

- If you are experiencing any [symptoms](#) of Covid-19
- If a member of your household or someone you have come in close contact with in the past 2 weeks is sick at home with Covid-19 or experiencing [symptoms](#) of Covid-19
- If you are awaiting a Covid-19 test result for you or a member of your household
- If you have travelled to an area in the last 14 days which is currently on the [quarantine list or on a state travel ban](#)
- If you have been directed to quarantine or isolate by the Department of Health or a healthcare provider in the past 14 days

**Do not attend the worksite under any circumstances if any of the above apply to you.**

**DURING your assignment:**

You should NOT attend the worksite under any circumstances if you are experiencing any [symptoms](#) of Covid-19 or any of the above.

You should notify us **AND** the client contact **immediately** if any of the above apply to you.

**Your help in reducing the spread of Covid-19 is critical**

We recommend the following:

- Avoid close contact with people who are sick
- Adhere to the Federal, State and Local Government's guidelines on social distancing/ lockdown measures
- Avoid touching your eyes, nose, and mouth
- Wear a face covering where required to do so
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue away
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Wash your hands with soap and water for at least 20 seconds, and especially after going to the bathroom, before eating, after blowing your nose, coughing, or sneezing, or touching high touch surfaces such as handrails and doorknobs

**Protecting your Privacy**

Please be aware that we will share all necessary information that you disclose to us with the Client to ensure the Client is informed and able to take necessary measures onsite to ensure the well-being of you, their staff and workers.

We will not disclose any sensitive medical information that you disclose to us without your consent to do so.

Kind regards,

**The Staffing 360 Solutions Team**

# How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

## Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » COVID-19 may be spread by people who are not showing symptoms.

## Everyone should

### Clean your hands often

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- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid close contact

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- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick**. [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## Cover your mouth and nose with a mask when around others

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- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a mask in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
  - » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The mask is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The mask is not a substitute for social distancing.

## Cover coughs and sneezes

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- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Clean and disinfect

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- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)