

## COVID-19 INFORMATION FOR ELWOOD CLIENT COMPANIES, TEMPORARY ASSOCIATES

Elwood takes the health, safety, and well-being of our employees and clients very seriously. As we continue to navigate the public threat posed by the COVID-19 (Coronavirus Disease 2019), rest assured, Elwood has plans in place to immediately and efficiently address any threat in order to safeguard associates working at client sites, internal staff, and business operations.

Elwood is actively following trustworthy news outlets, COVID-19 subject matter experts, and all guidance, best practices, and facts published by the Centers for Disease Control and Prevention (CDC) and will continue to update our response plan accordingly. Please refer to this page often as we anticipate ongoing additions and updates.

### Health & Safety Emergency Plan:

Elwood retains the Safety Standard of Excellence<sup>®</sup> mark developed by the American Staffing Association and the National Safety Council. The program aims to reduce temporary and contract employee injuries, illnesses, and fatalities through implementation of industry-wide safety standards. As part of preventive measures, Elwood actively communicates with associates and client companies on relevant health- and safety-related issues.

We stand ready to assist our client companies in navigating this public health challenge and furthering the well-being of all employees.

### COVID-19 Resources:

For up-to-date information, visit the CDC's coronavirus disease 2019 online resources:

- [COVID-19 FAQ & answers](#)
- [Prevention & Treatment of Coronavirus Disease 2019 \(COVID-19\)](#)
- [\[PDF\] What you need to know about COVID-19 Coronavirus Disease](#)
- [\[PDF\] Lo que necesita saber sobre la enfermedad del coronavirus 2019 \(COVID-19\)](#)

### Information for Elwood Staffing ASSOCIATES:

- **Sick/flu-like symptoms:** If you have the following flu-like symptoms, stay home and contact your Elwood Staffing branch team:
  - Fever of 100.4° F or greater
  - Cough
  - Shortness of breath
- **When to return to work:** The CDC states that employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- **Attendance/absences:** Please follow the attendance policy as outlined in your Employee Handbook and/or your assignment-specific policy. If you have questions or concerns regarding absences, attendance policies, or any other issue, please [contact your local Elwood Staffing branch team](#).

- **Best practices for prevention:** implement these best practices today to prevent the spread of respiratory diseases, including:
  - Avoid close contact with people who are sick
  - Avoid touching your eyes, nose, and mouth
  - Stay home when you are sick
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash
  - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
  - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty. (Learn more hand-washing best-practices [here.](#))

### Information for Elwood Staffing CLIENT COMPANIES:

- **Business continuity:** Supporting your business is our top priority. Elwood has response plans in place to preserve and ensure business continuity in the event of a health-related emergency. If you have questions or require additional information, please email our dedicated response team at [safety@elwoodstaffing.com](mailto:safety@elwoodstaffing.com).
- **Associate safety:** Our associates' safety and well-being are paramount to us, as is the safety and well-being of your employees. Therefore, per the [U.S. Centers for Disease Control and Prevention](#), we have advised, and will continue to advise, our temporary employees about how to take care of themselves, protect others, and monitor the latest developments.
- **Associate absenteeism:** During this time of heightened concern and awareness, we must all be prepared for increased absenteeism and consider relaxing time-off policies as a result. Associates and employees who fear losing their job are more likely to come to work sick and jeopardize others around them—our goal is to work with client companies to prevent this. Temporary policy changes are an effective way to encourage desired behaviors. Additionally, we are adequately prepared to dispatch temporary staff replacements to cover absences of both Elwood associates and client company employees.
- **Return to work verification:** Please note the CDC recommends employers not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or their return to work, as healthcare provider offices and medical facilities may be extremely busy and unable to provide documentation in a timely manner.
- **Your safety:** We trust that you are advising your employees with similar advice and best practices and that you will apply the same safety policies and procedures to Elwood's temporary workers that you apply to your own employees. Elwood welcomes the opportunity to collaborate with our client companies to support their individual response action plans.
- **Your dedicated Elwood response team:** If you have questions or require additional information, please email your dedicated response team at [safety@elwoodstaffing.com](mailto:safety@elwoodstaffing.com).

Elwood Staffing will continue to monitor the development of this situation and share additional information as it becomes available.