



To: All Staffing Service USA Employees

From: Staffing Service USA (SSUSA)

RE: COVID – 19 Notifications for Emergency Family and Medical Leave (EFMLA)

We want to thank all our staff that are continuing to work essential jobs in support of our life sustaining clients. Again, we appreciate your commitment to continue your employment and abide by the safety regulations set forth by the CDC.

Reminder:

Please notify SSUSA of the following for the safety of all.

Our employees should notify and disclose to SSUSA the following:

- *If you travel to or have traveled out of the state or country for personal or business reasons within the last 21 days*
- *If you have any symptoms such as fever, sore throat, or flu like symptoms*
- *If you have tested positive for COVID – 19*
- *If you have recently been exposed to anyone that has tested positive*
- *Any changes in contact information including phone, email and address.*
- *If you have any concerns at all on the job or at the client site.*
- *If you are calling off work for any reason as per our policies and procedures*

We are asking that during the COVID-19 that all our employees follow our attendance policy and policies and procedures set forth in our onboarding and client orientations. Contact the office if you would like a copy of our current policies and procedures from your onboarding.

Staffing Service USA is supporting our local clients so that they can plan their scheduling and production to meet their customer manufacturing goals.

We are asking for ample notice each week by 12 noon on Thursdays for the following weeks schedule if an employee is going to need be off to stay at home due to the lack of childcare. If there is concerns day to day, please notify us at the end of your shift for the next day if you will have to stay at home with your children for lack of childcare.

Additional info at: <https://staffingserviceusa.com/ffcra-act/>

Please call our main office at 717-569-7800 immediately related FFRCA or other questions related to COVID -19.