



Memo to All Staffing Service USA Employees:

Staffing Service USA is committed to open communication with our employees and customers. Our goal is the health and safety of all our employees. We wanted to reach out to you and update you on the protocols and procedures that Staffing Service USA and our customers are implementing in the wake of the Coronavirus otherwise known as COVID – 19.

We are working closely with our customers to provide our employees with up to date protocols in connection with the Center for Disease Control and the World Health Organization.

*SSUSA is requiring that all our employees 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***
  - ***Means of transportation for travel and location you traveled***
  - ***Confirm if the location is under a level 3 travel warnings***
- ***If you have tested positive to the virus***
- ***If you have recently been exposed to anyone that has tested positive***
- ***Any changes in contact information including phone, email and address.***

*We will be in touch with our clients as situations occur to confirm updated policies and expectations at the client locations. SSUSA and our clients are implementing safe practices as noted below from the CDC. Note that you may be subject to the 14-day quarantine pending the situation.*

Staffing Service USA is implementing safe practices as put out by the CDC:

- **Avoid touching your eyes, nose, and mouth.**
- **Wash your hands frequently with warm, soapy water for at least 20 seconds.**
- **Definitely wash hands after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing**
- **Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.**
- **Sanitize Hands after sneezing or coughing or using tissues.**
- **Avoid people who are sick with respiratory symptoms.**
- **Clean and disinfect frequently touched objects and surfaces.**
- **Take care of your personal area keeping keyboards, phones, etc clean throughout the day**
- **Designate an office person to sanitize doorknobs, counter surfaces and other designated areas**
- **Remain at home until at least 24 hours after they are free of fever (100.4 degrees) or signs of a fever without the use of fever-reducing**

We will provide additional updates as needed. Please contact Staffing Service USA with any concerns, questions and information required above at your location staffing office or at the main office at 717-569-7800 or at [info@staffingserviceusa.com](mailto:info@staffingserviceusa.com).