



COVID-19 Preparedness Plan for ProStaffing

ProStaffing is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. ProStaffing managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers healthy at ProStaffing.

Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by addressing any worker concerns immediately. We consistently ask for worker suggestions and feedback. Everyone has been involved in the implementation of our COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan best practices addresses:

- Hygiene and respiratory etiquette
- Engineering and administrative controls for social distancing
- Customer controls and protections for drop-off, pick-up, and delivery
- Housekeeping, including cleaning, disinfecting, and decontamination
- Prompt identification and isolation of sick persons
- Communications and training that will be provided to managers and workers
- Management and supervision necessary to ensure effective implementation of the plan.

Screening and Policies for Workers Exhibiting COVID-19 Symptoms

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Workers who have symptoms of respiratory illness must stay home and not come to work until they are free of fever, and any other symptoms for at least 72 hours, without the use of fever-reducing medicines. A fever is defined as 100.4 or above. Worker may be required to provide a physician's note indicating that they have been released to return to full duty and are no longer contagious. If a worker presents themselves at work with symptoms of respiratory illness or fever, ProStaffing may request that the Worker leave work and seek medical attention.



Worker should give notice to ProStaffing as soon as possible, that they are sick and unable to report to work. Workers also report to ProStaffing if they have been in close contact or have been caring for someone with a confirmed case of COVID-19, in which case they are required to self-isolate for 10 days.

ProStaffing has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves. ProStaffing adheres to all policies included in the Families First Coronavirus Reponse Act (FFCRA). Management is consistently monitoring any new CDC guidelines and legal updates as related to the COVID-19 through various reliable resources.

ProStaffing has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time while protecting the privacy of workers' health status and health information.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Our workplace has hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory Etiquette: Cover your Cough or Sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face - in particular their mouths, noses and eyes - with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be supported by making tissues and trash receptacles available to all workers and visitors.

Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:



Workers, visitors, and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment. We have installed plexiglass barriers and limited the number of visitors in our office to allow for social distancing. ProStaffing has changed our drug screens from urine to saliva during this pandemic. This change provides more social distancing and less access to our more common areas.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, and copy machines, etc. Staff is responsible for the daily cleaning of these areas and we conduct a deep cleaning each week focusing on these areas. If a worker is diagnosed with COVID-19, ProStaffing has formed relationships with two qualified cleaning and disinfecting companies to perform a thorough cleaning if needed.

Communications and Training

This Preparedness Plan was communicated to all workers in March 2020 and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training.

Instructions will be communicated to customers about how drop-off, pick-up, and delivery will be conducted to ensure social distancing between the customer and the ProStaffing workers. Management and workers are to work through this new program together and update the training as necessary.

This COVID-19 Preparedness Plan has been certified by ProStaffing management and was posted throughout the workplace. It will be updated as necessary.

Certified by: Deborah Miller, Vice President of Operations

Sources

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

ASA (American Staffing Association) <https://americanstaffing.net/coronavirus/>

Paychex <https://www.paychex.com/coronavirus-resources>