

## NOTICE REGARDING THE NOVEL CORONAVIRUS (COVID-19)\*

As a valued client and partner of Sedona Staffing, we wanted to take this opportunity to apprise you of our efforts with respect to the novel coronavirus, COVID-19.

Our temporary employee's safety and well-being is paramount to us, as is the safety and well-being of your employees. Therefore, we provided strong guidance to our temporary employees regarding how to take care of themselves, protect others, and to stay on top of the latest developments in this rapidly developing situation. Per the [U.S. Centers for Disease Control and Prevention](#), we have informed our employees that they should

- Avoid close contact with people who are sick
- Avoid touching their eyes, nose, and mouth
- Stay home when they are sick
- Cover their 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
- Follow CDC's recommendations for using a face mask
- Wash their hands often for at least 20 seconds
- Inform us if they are traveling to or from a CDC level 2 and 3 country, currently including, China, Iran, South Korea, Italy and Japan after which they will not be permitted to work for 14 days upon returning home
- Inform us if they are taking a cruise of any kind after which they will not be permitted to work for 14 days upon returning home

We also have encouraged our temporary employees to keep up-to-date on developments by visiting the [About Coronavirus Disease 2019](#) and [CDC's Frequently Asked Questions and Answers](#) webpages.

We trust that you are advising your employees similarly and that you will apply the same safety policies and procedures to Sedona Staffing temporary employees that you apply to your own employees.

It is essential that Sedona Staffing be ***notified immediately*** if our employees are directly or indirectly exposed to any potential person(s) that may have come in contact with any source that has been exposed to COVID - 19 so that we may take immediate action.

Note that we stand ready to assist you in navigating this public health challenge and furthering the well-being of all employees.

Should you wish to discuss this issue or have any questions, please let us know.