



Dear Valued Client

Our commitment to you during the Coronavirus (COVID-19) pandemic

During these unprecedented times, Staffing 360 Solutions would like to take this opportunity to apprise you of our efforts with respect to Covid-19. We have been working hard to respond to this crisis and our absolute priority is to ensure the well-being and safety of our staff, contractors, and customers.

As partners, we have a joint responsibility to protect the health and safety of our contractors.

OSHA states that all employers should conduct risk and hazards assessments for all types of workers and then create plans to address the identified hazards. As it is a joint responsibility, we are working with our Clients to ensure that you have carried out a risk/hazard assessment which is suitable for your business and worksite before a contractor is deployed.

To assist businesses and their staff, the CDC has provided guidance for businesses in their "[Interim Guidance for Business and Employers Responding to Coronavirus Disease 2019 \(COVID-19\)](#)" as well as [industry specific guidance](#). Employers should adapt their existing health and safety risk assessments to reflect the CDC guidance and to suit their business and working environment. OSHA and the CDC have created an additional resource for businesses, "Guidance on Preparing Workplaces for COVID-19" <https://www.osha.gov/Publications/OSHA3990.pdf>.

Our combined aim should be to:

- Provide contractors with information on any risks of the work before the work starts including the control measures in place and any health surveillance required
- Make contractors aware of and check they have the necessary occupational qualifications or skills required to do the job safely before they start work
- Deliver adequate and sufficient information, instruction, and training to enable contractors to work safely. Health and safety training should take place during working hours and at no cost to the worker, making sure they understand it
- Ensure contractors know how to raise any health and safety concerns in the workplace
- Pass on any necessary information to the contractor
- Understand our obligations, specifically measures to mitigate the risks of COVID-19

Covid-19 Safety checklist:

Sharing relevant information with us PRIOR to a contractor's return to the worksite OR a new contractor starting onsite.

To help us better understand what measures your organization has taken to prevent Covid-19 exposure in the workplace, please provide us with as much information as you can regarding your Covid-19 safety protocols.

This will help us keep contractors informed about the necessary measures your organization has taken to safeguard their health and safety.



Please consult the below checklist for areas of consideration and we would ask you to please share any important information with us in advance of the candidate starting onsite or returning to the worksite. We will share all information with the Contractor, so they are well informed.

Topic	Safety check points
Risk Assessment	If you have undertaken a COVID 19 risk assessment for your organization, please share that with us or notify us if it is available on your website.
Training	Please share details of any training or guidance provided to contractors on your preventative measures <u>prior</u> to commencing the assignment or <u>on day 1</u> of the assignment.
Social Distancing	Measures employed for 6 feet apart with risk mitigation where 6 feet is not possible.
	Shared workspaces and equipment reconfigurations to maintain social distancing.
	Installed physical barriers and sneeze/ cough guards
	Installed one-way systems for paths of travel
	Shift/ staggered start and end times
	Policy for use of elevators in the building if relevant
	How have you addressed communal spaces in respect of limiting crowding?
Infection control	Is Personal Protective Equipment (PPE) required for the role and if so, what is provided and/or required of the contractor to provide?
	Policy for wearing face coverings in the workplace.
	The provision of hand sanitizers and cleaning/ sanitizing stations.
Reporting	Procedure for self-declaring any symptoms daily.
	Is there a workforce contact tracing process in place?
	Required policy for illness reporting.
	Process for notifying contractors if a site or part of a site is closed indefinitely/for cleaning due to an infection.
	Process and contact points for contractors to report any concerns.



Sharing information with us AFTER a contractor has returned to the work site OR a new contractor has started with you onsite.

Please keep us informed of the following:

- A work site has been closed as a result of infection.
- A work site has been closed following Federal, State or Local Government guidelines.
- A work site has been closed while a further risk assessment is being undertaken.
- Our contractor has been exposed to another contractor/ staff member who has tested positive for Covid-19.

Our assurance to you and your staff:

Please be assured that we have advised our contractors about how to take care of themselves, protect others, and monitor the latest developments. We will also ensure that as part of our onboarding process or return to work that all contractors are asked to declare to us before the assignment commences or recommences on site, including:

- Any current symptoms of Covid-19
- Any contact with a potentially infected person, including track and trace alerts
- Recent trips abroad or domestic travel that require self-isolation on return

The CDC is regularly posting information on its website
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Please visit this website for up-to-date information about how to deal with COVID-19.

Thank you for your partnership,

Staffing 360 Solutions