NOTICE TO FIELD STAFF MEMBERS REGARDING THE NOVEL CORONAVIRUS (COVID-19)

As a valued Field Staff member of the All StarZ Staffing team, your health and well-being are important to us. While many questions regarding the novel coronavirus remain unanswered at this time, there are practical, common sense ways for you to take care of yourself, protect others, and monitor latest developments while you continue to work.

Per guidance from the [U.S. Centers for Disease Control and Prevention](#).

All StarZ Staffing & Consulting, Inc. recommends that on the job employees:

- 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
- Wash their hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing their nose, coughing, or sneezing (if soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol)

If a Field Staff member requires leave:

REASON	PROOF
POSITIVE TEST EXPOSURE	Doctor's Note
with COVID-19 symptoms but not seen medical professional yet	Proof of appointment
Caring for family member under quarantine due to positive test or exposure	Doctor's Note
Caring for minor child due to school or day care closing and child-care is unavailable	Proof of closing from emails or web posting
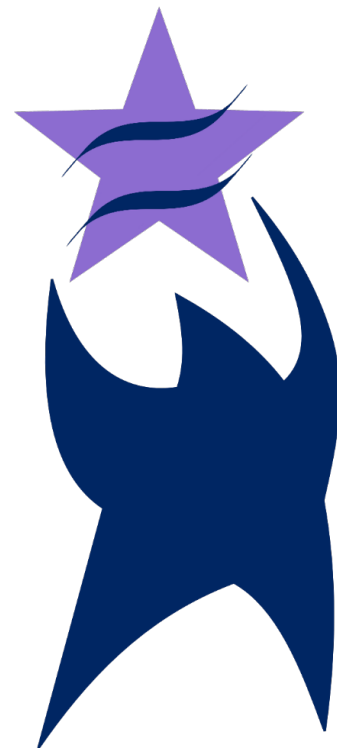
Employees who have questions or concerns regarding the information contained in this document, All StarZ Staffing & Consulting, Inc's leave policies, or any other issue, should speak with their Recruiter or the Branch Manager.

What to do if you were potentially exposed to someone with confirmed coronavirus disease (COVID-19)

If you think you have been exposed to someone with laboratory-confirmed COVID-19, you should stay home, monitor your health for 24 hours, contact your doctor or hospital ***immediately***, and then follow the below instructions to avoid spreading the disease to others if you get sick:

Call All StarZ Staffing & Consulting as soon as possible!

- Call your recruiter at 253.277.4000, text your recruiter at 844.563.9669, or e-mail your recruiter to update them on any developments regarding COVID-19 exposure or suspected exposure. Your recruiter will send you a link to a PSST form or FFCRA Leave of Absence Request form to your Employee Portal.
    - When you do call/text/email your recruiter – please be prepared to answer a couple of questions regarding your exposure to COVID-19.
    - ***Please note: (Figure: 1) of this document.***
- At this time in-person meetings are not being held and will be asked to call per our corporate social distancing guidelines.

The following steps below are to help prevent the disease from spreading to people in your home and community as prescribed by Washington State Department of Health as of 3/17/2020.

All StarZ Staffing recommends following the Washington State Department of Health for any updates as it relates to COVID-19 and the information below is provided for general informational and educational purposes only and is not a substitute for appropriate professional advice.

How do I know if I was exposed?

You generally need to be in close contact with a sick person to get infected. Close contact includes:

- Living in the same household as a sick person with COVID-19
- Caring for a sick person with COVID-19
- Being within 6 feet of a sick person with COVID-19 for about 10 minutes.

OR

- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)

If you have not been in close contact with a sick person with COVID-19 for 10 minutes or longer, you are at lower risk for infection. It is recommended by the Washington Dept. of Health that you can continue to go to work. However, you should continue to monitor your health for 14 days since initial contact and stay away from others by practicing social distancing to minimize exposure to others if you get sick.

What should I do if I was in close contact with someone with COVID-19 while they were ill, but I am not sick?

You should monitor your health for fever, cough and shortness of breath during the 14 days after the last day you were in close contact with the sick person with COVID-19. You should not go to work and should avoid public places for 14 days.

What should I do if I was in close contact with someone with COVID-19 and get sick?

If you get sick with fever, cough or shortness of breath (even if your symptoms are very mild), you likely have COVID-19.

You should:

- Isolate yourself at home and away from other people.
- If you have any of the following conditions that may increase your risk for a serious infection—age 60 years or older, are pregnant, or have medical conditions—contact your physician's office and tell them that you were exposed to someone with COVID-19. They may want to monitor your health more closely or test you for COVID-19.

If you do not have a high-risk condition but want medical advice:

- Call your healthcare provider and tell them you were exposed to someone with COVID-19.
  - o Your healthcare provider can help you decide if you need to be evaluated in person or tested.
  - o There are currently no medications to treat COVID-19.

If you have a medical emergency and need to call 911:

- Notify the dispatch personnel that you may have been exposed to COVID-19.
- If possible, put on a facemask before emergency medical services arrive or immediately after they arrive.
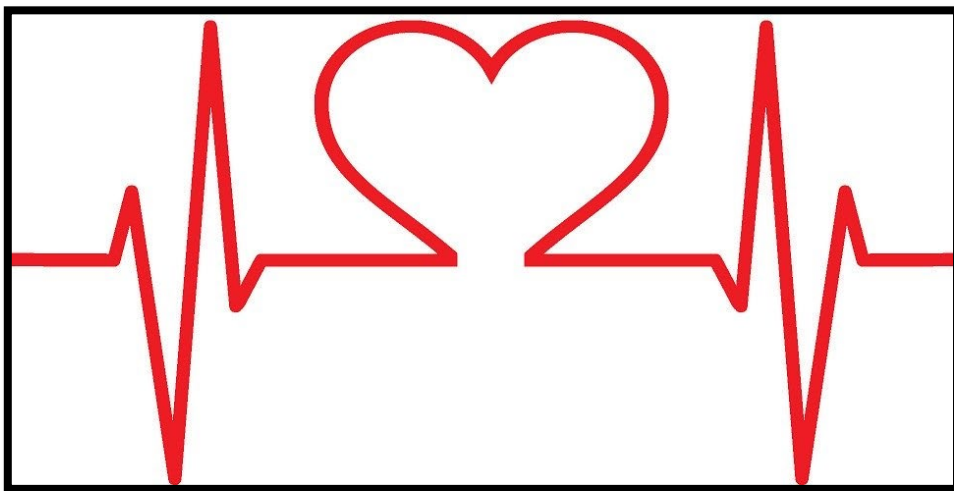
What to do if you have confirmed or suspected coronavirus disease (COVID-19)

If you are:

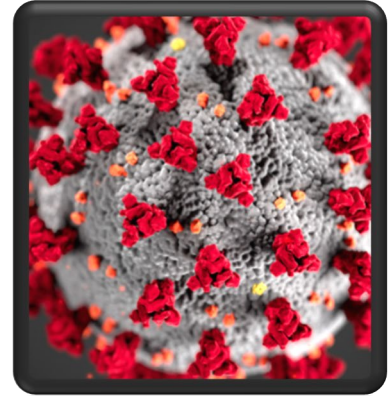- Sick and have been diagnosed with COVID-19.
- Suspected to have COVID-19 because you have been exposed to someone with COVID-19.

And are:

- Experiencing fever with either cough or shortness of breath, you might have COVID-19.

The symptoms of COVID-19

The most common symptoms of COVID-19 are:

o Fever
o Cough
o Shortness of breath

You should contact your doctor or hospital <u>immediately</u> to see if you need to be tested and should then follow the below instructions:

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  o ***Please note: (Figure: 1) of this document.***
- When you do call/text/email your recruiter – please be prepared to answer a couple of questions regarding your exposure to COVID-19.
- At this time in-person meetings are not being held and will be asked to call per our corporate social distancing guidelines.

*Individuals with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue home isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness – All StarZ will put your name on the COVID-19 list and will make every effort to return you to the assigned client you were at prior. All StarZ Staffing does not guarantee work or opportunity of work.

The following steps below are to help prevent the disease from spreading to people in your home and community as prescribed by Washington State Department of Health as of 3/17/2020.

All StarZ Staffing recommends following the Washington State Department of Health for any updates as it relates to COVID-19 and the information below is provided for general informational and educational purposes only and is not a substitute for appropriate professional advice.

Stay home except to get medical care

- You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ridesharing, or taxis.

Separate yourself from other people in your home

- As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Monitor your symptoms

- Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Call ahead before visiting your doctor

- If you have a medical appointment, call the healthcare provider, and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Ask your healthcare provider to call the local or state health department to discuss your situation.

- If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or may have COVID-19. If possible, put on a facemask before emergency medical services arrive.

Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately clean your hands as described below.

Wear a facemask

- You should wear a facemask, if possible, when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not be in the same room with you, or they should wear a facemask if they enter your room.

Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water is preferred if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal items

- You should not share dishes, drinking glasses, cups, eating utensils in the workplace. After using these items, they should be thrown away if disposable or washed thoroughly with soap and water and dried before used by others.

Clean/wipe all "high-touch" surfaces after every use

- High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying any cleaning product, such as wearing gloves and making sure you have good ventilation during use of any cleaning product.

Ask your healthcare provider to call the local or state health department to discuss your situation.

- If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or may have COVID-19. If possible, put on a facemask before emergency medical services arrive.

When can I go back to work?

Discontinuing home isolation (COVID-19 patients)

- For individuals with symptoms who are confirmed or suspected cases of COVID-19 and are directed to care for themselves at home, discontinue home isolation under the following conditions:

    o At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath)

    AND

    o At least 7 days have passed since symptoms first appeared.

Discontinuing home isolation (sick contacts of COVID-19 patients)

- Discontinue home isolation under the following conditions:

    o At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath) of COVID-19 patient.

    AND

    o At least 7 days have passed since symptoms first appeared of COVID-19 patient.

Individuals with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue home isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

Scenarios & Benefits Availability:

Figure 1:

COVID-19 Scenarios & Benefits Available

The information shared on this flyer does not necessarily reflect the official policy or position of any other agency or company. It is the reader's responsibility to verify the facts of coverage.

COVID-19 SCENARIOS	Paid Sick Leave (employer paid)	Unemployment Insurance		Paid Family & Medical Leave	Industrial Insurance (L&I)
	Current Law	Current Law	Emergency Rule	Current Law	Current Law
1. Worker is mildly ill with COVID-19.	✔	✖	✔	❓	❓
2. Worker is severely ill with COVID-19.	✔	✖	✖	✔	❓
3. Worker was exposed and quarantined. Business remains open.	✔	✖	✔	✖	❓
4. Worker is caring for sick family member.	✔	✖	❓	✔	✖
5. Schools are closed by a public official because of COVID-19 and worker has no childcare.	✔	✖	❓	✖	✖
6. Worker is immune-compromised and advised to self-quarantine.	❓	✖	✔	❓	✖
7. Worker is following the advice of public health and government officials to self-quarantine and chooses not to go to work.	✖	✖	✔	✖	✖
8. Employer must shut down due to a quarantine by a public official.	✔	✔	✔	✖	❓
9. Employer shuts down due to a business slowdown or lack of demand.	✖	✔	✔	✖	❓
10. Employer reduces available hours due to business slowdown or lack of demand.	✖	✔	✔	✖	❓
11. Employer stays open in defiance of public health urging to close.	✖	❓	❓	✖	❓
12. Health care workers and first responder are under quarantine.	✔	✖	✖	✖	✔

Employment Security Department
WASHINGTON STATE

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711

✔ YES
✖ NO
❓ MAYBE (case by case)

ESD.WA.GOV

UPDATED: 03.26.20 - 12:00 p.m.

Resources:

- Employment Security Department | https://esd.wa.gov/newsroom/covid-19
- Washington State Department of Health| https://www.doh.wa.gov/Emergencies/Coronavirus
- Centers for Disease Control and Prevention | https://www.cdc.gov/coronavirus/2019-ncov/index.html
- World Health Organization | https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters
- Washington State Department of Social and Health Services | https://www.dshs.wa.gov/alert/covid-19-information
- Washington State Department of Financial Institutions | https://dfi.wa.gov/coronavirus/financial-resources
- Washington State Governor's Page Covid-19 Resources | https://www.governor.wa.gov/issues/issues/covid-19-resources