



NOTICE TO TEMPORARY EMPLOYEES REGARDING THE NOVEL CORONAVIRUS (COVID-19)

As a valued member of the Madison Approach 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, commonsense ways for you to take care of yourself, protect others, and monitor latest developments.

Based on guidance from the [U.S. Centers for Disease Control and Prevention](#), Madison Approach Staffing recommends that 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
- Not wear a face mask unless they show symptoms of respiratory illness, including COVID-19
- 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)

For information about Madison Approach Staffing's leave policies, please refer to your employee handbook which can be found on our company website [Resources Page](#). Employees who have questions or concerns regarding this information, Madison Approach Staffing's leave policies, or any other issue, should speak with Allison Madison.

To learn more about the novel coronavirus and keep up with the latest developments, see the [About Coronavirus Disease 2019](#) and [CDC's Frequently Asked Questions and Answers](#) webpages. For information about handwashing, see [CDC's Handwashing](#) website.

Please stay safe and healthy in these turbulent times, and as always, please feel free to contact us at any time with questions or concerns.

Sincerely,

A handwritten signature in dark ink, appearing to read "Allison V. Madison".

Allison V. Madison