

April 1, 2020

Summit Staffing Covid-19 Policies and Procedures

To Whom it May Concern,

During these incredibly challenging times, Summit Staffing would like to take this opportunity to apprise you of our efforts with respect to the novel coronavirus, COVID-19.

Our temporary workers' safety and well-being is paramount to us, as is the safety and well-being of our internal staff and clients. Therefore, we have advised all about how to take care of themselves, protect others, and monitor the latest developments. 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
- Do not shake hands with, or have close contact with others
- 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

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

Summit Staffing is also following the government's lead on travel restrictions and bans. We are questioning all new applicants on recent travel prior to them being placed on assignment. In addition, we are questioning those current associates who request time off for travel so we may ensure the safety of others on their return.

Summit Staffing has adjusted some of our regular practices including in office sanitation and cleaning schedules, as well as adjust the way in which we distribute weekly paychecks to limit the number of individuals in contact.

Note that we stand ready to assist you in navigating this public health challenge and furthering the well-being of all employees. Though we have made adjustments to our internal staff schedules and limited our offices to by appointment only, we are completely operational and here for you! For assistance and to locate your nearest branch, please select under the locations tab at the top of our website.

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

Thank You,

Analisa Gutierrez
VP of Client Services