

## See the latest COVID-19 Notice/Information

## Clients and Staff:

As we are faced with growing concern about the spread of Coronavirus (COVID-19) globally, and a constantly changing situation, we wanted to provide an update of the things we are doing to ensure the safety of our staff members, employees and clients, which is guided by our vision of Commitment, Professionalism, Teamwork, Personal Respect, and Communication.

Our highest priority is the safety and well-being of our people and we are taking the side of caution through this situation. We are prioritizing practices to ensure the continuation of our business to serve our clients and employees during this time. Policies, procedures and best practices have been put into place, with others in planning, all of which will be in effect until further notice.

As of right now we are not aware of any employees or their family members testing positive for Coronavirus and have continued to follow the guidance of local, State and Federal health officials all with the goal of ensuring everyone's safety.

We want to share some steps Continental Labor and Staffing is taking to ensure the safety of our staff and potential employees. At this time, these measures are temporary.

- 1. We are temporarily going to stop unnecessary interaction with the public. Applicants are given the option to either apply online or pick up an application and bring it back at a later time.
- 2. CLSR staff are to conduct phone interviews until further notice.

- 3. Our staff will keep a 6 feet distance when dispatching employees in person.
- 4. We are restricting meetings to be of no more than 10 people (employees and/or outside people) in any meeting.
- 5. Our Safety department will continue to conduct their daily Job Visits to ensure our employees are following all policies and procedures set forth by clients but will keep the 6 feet distance as instructed.
- 6. We will be giving employees the option of receiving their checks through mail or direct deposit.

During this time, our goal is to continue ensuring quality service to both our employees and clients in a safe and healthy manner for all of our communities.

We had already taken proactive measures at our offices to limit any potential spread of the virus. This includes cleaning and sanitizing all commonly used surfaces multiple times daily and increasing signage in common areas, main entrance and break room.

We also firmly believe that prevention is the best way to keep healthy and we continue to encourage everyone to wash their hands and to stay home when they are ill.

Our Safety team is also working closely with each of our Clients to provide support and guidance in the proactive measures each Client has implemented, to assure the safety of all temporary employees at each individual location.

The Coronavirus outbreak is a dynamic situation, which changes frequently. Rest assured the entire Continental Team is monitoring things very closely and we will take progressive action based on advice from governmental agencies and other experts.

For questions and concerns, please feel free to contact our Human Resources or Safety and Risk Management at (661) 635-0335.

Thank You