



03-12-2020

To: Allegiance Staffing Employees, Candidates and Visitors

The health and safety of our employees is our priority. With recent news around coronavirus (COVID-19), we know you may have questions about our business operations. We want to share the actions we're taking to help protect our employees and applicants in our offices.

Allegiance Staffing will be doing the following:

- Prior to setting an in-person interview, we are asking candidates to be forth coming if they are experiencing any Flu or coronavirus (COVID-19) symptoms and if so, allow us to accommodate an interview 14 days from that day.
- To reduce contact exposure, we will continue greet visitors as normally but will refrain from shaking hands.
- Any employee or candidate will be asked to wait in the lobby area prior to their appointment.
- We ask you to sign in daily when entering our office to assist with tracking visitors to our office.
- Will be in constant communication with our clients to assist with delivery of updated policies or best practices regarding the coronavirus (COVID-19).
- We have asked our clients to inform us of any potential exposure in their place of business for the purpose keeping our employees informed.
- We asked that you read the OSHA Alert 3989 to assist with protecting you, your coworkers, your family and the community.

Thank you for entrusting us with your career and please don't hesitate to speak to us regarding any concerns you may have.

Thank You

Allegiance Staffing Management