



COVID-19 External Policy

- S&A Employees will not be permitted to make physical contact with people that they work with. No shaking hands.
- It is mandatory to practice good hygiene and to wash hands with soap and water or hand sanitizer after each person you come in contact with. Washing hands for 20 seconds with soap and water is the preferred method by the CDC.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Disinfect your area at the start and end of each workday. Also, clean and disinfect frequently touched surfaces throughout the day.
- IMPORTANT: If you are sick or feeling sick, do not come to work.

Steps:

- Ask yourself the following 5 questions:
 1. Have you experienced any cold or flu symptoms in the last 14 days?
 2. Have you visited any of the CDC Alert level 2 or 3 countries or regions in the past 14 days?
South Korea, China, Italy, Iran, Japan
 3. Have you been in contact with someone diagnosed with COVID-19 in the past 14 days?
 4. Have you been in close contact with anyone who has traveled within the last 14 days to one of the countries listed?
 5. Have you traveled or been around anyone that has traveled domestic in the USA in the last 14 days?

*If yes to any of these questions, we ask that you notify your Recruiter at S&A Solutions as well as your supervisor. If you become sick while working, traveling or on temporary assignment, contact your Recruiter at S&A Solutions, notify your supervisor and promptly call a healthcare provider for advice if needed.

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