



March 13, 2020

Dear TEAM Employees,

In light of mounting COVID-19 concerns throughout the United States, we here at TEAM want to assure you that the health and safety of our employees remains, as always, a top priority. We've received a few questions about how TEAM can assist during this time, and we've prepared some relevant information and other tips that may be useful.

Best practices for good hygiene and infection control:

- ❖ We know that many of you already work in hygienic environments due to the nature of your job, and that's a great start! Since the COVID-19 pandemic is a rapidly developing and unique situation, though, TEAM recommends adhering to the CDC guidelines and encourages all employees to follow the CDC's recommendations for good hygiene and infection control practices. This includes:
 - Frequent handwashing
 - Following respiratory etiquette (coughing and sneezing into an elbow, etc.)
 - Enact social distancing where appropriate and possible
 - Maintaining a clean work environment and washing/disinfecting regularly.
 - Avoid sharing of any personal items, work tools or equipment, etc.
- ❖ Additional information from the CDC can be found here:
<https://www.cdc.gov/coronavirus/2019-ncov/protect/prevent.html>

Time off due to COVID-19 related reasons:

- ❖ Please also contact TEAM to discuss if you suffer or have suffered a reduction in hours as a result of a COVID-19 related reason (e.g., facility where you perform services has enforced a no-visitor policy).
- ❖ Many states are waiving their typical requirements for being awarded unemployment insurance benefits due to the pandemic if an employee is not able to work for an approved COVID-19 reason. While it is up to the state to determine your eligibility or awards, TEAM can help point you in the right direction and may be able to answer some general questions.
- ❖ If you are experiencing any symptoms of illness, have the need to call off a shift or to otherwise self-quarantine due to exposure concerns, it is imperative that you contact your on-site manager/lead as soon as possible to discuss your concerns and time off needs. We ask that please provide as much notice as possible to your on-site manager so that they can ensure proper coverage in your absence.
- ❖ It may seem preemptive for some regions, but it's important to figure out now what your plans will be if the pandemic continues to grow. Now is the time to make backup childcare arrangements, to talk with your on-site manager about how you should handle illness, and to make sure that you're doing everything you can to stay healthy.



Other considerations and resources:

- ❖ For those employees receiving paper checks, we strongly encourage you to enroll in direct deposit, which will prevent any delays in payments reaching you as a result of mail service delays or interruptions as a result of this pandemic. It will also save you a trip to the bank or check cashing location and encourages social distancing measures during this time. To request a direct deposit form, please contact support@teamemployer.com.
- ❖ If you have any additional questions or want to chat further about how to stay safe at work during the COVID-19 pandemic, please contact TEAM right away by calling 619.281.1100 or emailing hr@teamemployer.com -- we can help answer questions about policies particular to your work site, look into benefits that you may be eligible for if not working, and help with any other employment-related questions you have.
- ❖ For the latest news and developments regarding COVID-19, please visit appropriate state or local government web sites and/or the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

As always, TEAM is proud to be your employer and appreciates your continued work with us, especially during such a difficult time. If there's anything else we can do, just let us know.

Sincerely,

Chelsea

Chelsea Whitman, SHRM-CP | TEAM Risk Management Strategies, LLC

Human Resources Generalist

Direct: (619) 419-2269 | **E-mail:** cwhitman@teamemployer.com

Address: 3131 Camino Del Rio N., Suite 650, San Diego, CA 92108

www.teamemployer.com

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TEAM Risk Management Strategies, LLC

3131 Camino del Rio North, Suite 650, San Diego CA 92108

TELEPHONE 619.281.1100 | FAX 619.281.1926 | www.teamemployer.com