



MEADOWLINK EMPLOYMENT SERVICES is an essential critical infrastructure workforce during COVID-19, and we will continue to service all of our clients and to provide people to keep these critical industries moving on a daily basis; while mitigating the risk of spreading the virus.

We know COVID-19 is top of mind for the majority of you, just as it is for all of us here at. We wanted to share with you the actions we are taking to make sure our customers and employees are safe and supported during this time.

## Our Policy During This Event:

- MEADOWLINK EMPLOYMENT SERVICES is following the CDC and WHO resources to help us make decisions to ensure the safety of our employees and customers.
- Issues regarding the COVID-19 virus are changing daily and we are staying on top of any new developments. Our focus is on our employees, customers, and community's safety.
- We will remain open and continue to service all our clients and help people to keep our industries moving daily.
- We are practicing Social Distancing in all our locations. Our staff has been instructed to remain six and half feet (2m) apart from other individuals.
- We are still accepting new applications; however, we are allowing people to do online applications and any documents needs to sign we are doing it by using 3<sup>rd</sup> party online signing web apps.
- Handwashing practices according to the CDC are being practiced throughout our entire company.
- Daily office deep cleans will take place at the end each business day, which will include ALL surfaces – handles, desks, pins, clipboards, whiteboards, chairs, and



more. We will contact professional cleaning services if a positive COVID-19 test result occurs.

- Employees who are unable to report to work due to personal illness, childcare issues or a family matter have been instructed to contact their site manager.
- If any employee – internal or associate – report a positive result for COVID-19, employees will be sent home and the building will be disinfected prior to anyone returning. Quarantines will be applied based on the CDC guidance.
- If anyone has traveled to known areas (provided by the World Health Organization, WHO) that have confirmed cases of the coronavirus within the past 14 days or have been in close proximity to anyone who has visited these known areas will be asked to contact their staffing Branch Manager immediately and will be screened before being placed on assignment. If a person answers yes, they will be on a two-week quarantine and not placed to work during that time.
- We have enacted virtual meetings.
- We have restricted all non-essential travel.

## How to Protect Yourself from the Coronavirus

- Wash your hands often.
- Avoid close contact with anyone who is sick.
- Stay at home if you are sick.
- Stay at least six feet away from others.
- Cover your mouth and nose with a tissue when you cough or sneeze (or use the inside of your elbow).
- Throw used tissues in the trash and immediately wash your hands for 20 seconds or use hand sanitizer that contains at least 60 percent alcohol.



- Clean and disinfect all surfaces daily.
- Dilute your household bleach.
- **To make a bleach solution, mix:**
  - 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water.
  - Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
  - Learn more about cleaning and disinfecting from the CDC [here](#).

#### **Call Ahead Before Visiting Your Doctor and Monitor Your Symptoms**

- If you develop emergency warning signs for COVID-19 get medical attention immediately. **Emergency warning signs include:**
  - Difficulty breathing or shortness of breath
  - Persistent pain or pressure in the chest
  - New confusion or the inability to arouse
  - Bluish lips or face

*\*This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.*

It is recommended that employees and customers report to your MEADOWLINK EMPLOYMENT SERVICES site manager if you have experienced symptoms of COVID-19. Symptoms include:

- Fever
- Cough
- Shortness of breath



- Also contact your site manager if you have been in contact with someone who has tested positive for COVID-19.

## Online Resources

<https://meadowlinkemployment.com/>

### Center for Disease Control:

- <https://www.cdc.gov/>
- <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>
- <https://www.cdc.gov/handwashing/>
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>