

Spherion is committed to maintaining safe and healthy workplaces for all our candidates, employees and customers — but we can't do it alone. We need your cooperation in reducing the risk of illness for everyone in your workplace. Information about responsible behavior will be shared among our employees and candidates in an effort to protect you and other people at your worksite, starting with some FAQs we have put together:

I may have been exposed to COVID-19. what should I do?

If you suspect that you've been exposed to coronavirus, don't self-diagnose. COVID-19 presents differently depending on the person. You may display few or even no symptoms. If you may have been exposed, you should immediately:

- Self isolate and do not report to work until you are properly diagnosed and have received medical confirmation that others will not be put at risk.
- Follow the normal protocol for reporting an absence: contact your local Spherion representative and/or your client supervisor to inform them of your absence.
- Follow CDC guidelines, including wearing a face mask and calling ahead before visiting your primary care provider or hospital. ductive workforce. Our business continuity planning team is monitoring the impact of coronavirus and will make recommendations as the situation develops.

If I'm sick or display symptoms of COVID-19, can I take a sick day?

Yes. If you're showing any signs or symptoms of being sick, please stay home and self-isolate for 14 days. Symptoms to look out for include: fever, sore throat, coughing, difficulty breathing, vomiting, diarrhea, severe headaches and ear pain. If you are sick, or think you may be getting sick, contact your local Spherion representative and/or your client supervisor to report your absence and discuss next steps.

If my current work location closes, what happens?

If such a situation arises, please reach out to your Spherion representative to discuss the details, including how long the closure may last. Spherion will also make every attempt to help you find another assignment during the closure.

Will I be paid if I don't go to work?

Each situation is unique based on your location, assignment and other factors. You may be eligible for a leave of absence (paid or unpaid) or sick leave depending on legislation in your location. If you are unsure if you are eligible for leave, please contact your Spherion representative. They will work with you to determine the best option available to you.

How can I avoid getting sick?

The most effective way to stop the spread of coronavirus is to wash your hands often and follow the proper technique. You can follow these guidelines to reduce your risk of infection, and prevent spreading the virus to others:

- Wash your hands frequently with soap and water for at least 20 seconds.
- Use alcohol-based sanitizer if soap and water are not available.
- Limit contact with others (for example, avoid shaking hands).
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Regularly clean high-touch surfaces and devices that you handle frequently.
- Avoid close contact with people who may be sick, especially if they have a fever, cough or difficulty breathing.
- Do not share snacks from packets or bowls that are shared with others.

Should I update others in my workplace about my health?

To contain the spread of coronavirus, we request that you notify your Spherion representative if you believe you may have been exposed to the virus or are showing any symptoms of having the virus. We strongly recommend that you only notify your Spherion representative and direct manager. Please refrain from telling others in your workplace while we reach out to you to investigate.

Am I required to tell others about my future or past travel plans?

Yes. Please inform your Spherion representative, your manager and your immediate circle of contacts about future travel plans and travel that has occurred in the past 14 days. We need to know if you have traveled outside the U.S., if a member of your household has traveled outside the U.S., or if you have come in contact with someone who has been diagnosed with coronavirus or is currently (or previously has been) subject to quarantine.

We also ask that you cooperate with requests or questions regarding your travel history. If you have any concerns about a client inquiry, please contact your Spherion representative.

If I contract COVID-19, what's required for me to return to work?

You may be required to provide some form of medical clearance before returning to work. Requirements will depend on your employer and contract. Please contact your Spherion representative to determine what documentation or other information is required before you may return to work.

Will Spherion notify management at my workplace if i'm sick or have been exposed to COVID-19?

You should continue to notify your Spherion representative and direct manager of any absences or if you are unable to work.

As containing the spread of coronavirus is of utmost importance. In the event you test positive for COVID-19 or have been exposed to the virus, you are required to notify your Spherion representative and self-isolate for 14 days starting immediately.

If I get sick, will I be eligible to return to my current assignment?

You will remain an employee of Spherion, and we will work together to determine the best way for you to return to work. If your previous assignment is unavailable for you to return to for any reason, you will be eligible to apply to other assignments through Spherion.

Can I work from home?

In some cases, a work from home arrangement may be possible. These arrangements will be made on a case-by-case basis and are dependent upon the company you are assigned to, your job duties, the company's requirements, technological capabilities and other factors. Please reach out to your Spherion representative to determine if a remote work solution is possible for you.

My current worksite is not following best hygiene practices. Who should I address this concern with?

If you are concerned about hygiene in your work location, please notify your local Spherion representative to determine a solution. If appropriate preventative measures are not in place at your worksite, this is a valid concern that we will address urgently. Examples of improper hygiene in your location may include: the soap dispenser in the bathroom being empty

frequently, a lack of hot water, or a lack of hand sanitizer stations in your workplace, among other concerns.

With the spread of COVID-19, I don't feel safe coming into work.
what should I do?

As the situation surrounding COVID-19 is evolving rapidly, we understand your concerns. However, we encourage you to reach out to your Spherion representative to discuss your concerns and if alternate options are available.

How long do I have to stay home if i'm diagnosed with COVID-19?

If you test positive for COVID-19, you must stay isolated (quarantined) for a minimum of 14 days. Depending on your contract, you may be required to provide some form of medical clearance before returning to work after testing positive for COVID-19.