



During this period of uncertainty, Spherion is committed to being as transparent with our customers and candidates as possible. Please see the answers to frequently asked questions about our policies, practices and plans for dealing with the coronavirus outbreak:

What is Spherion doing in response to COVID-19?

Spherion's top priority is providing a safe and healthy work environment for all. Our executive team has created a coronavirus task force to manage all concerns and issues related to COVID-19, and we'll provide updates as information becomes available and decisions are made. We're focused on communicating prevention and mitigation steps as recommended by the U.S. Department of Health and Human Services, the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO) to prevent the spread of the virus. We also remain committed to working with our clients to address known issues and respond to their business needs, while maintaining a safe, healthy and productive workforce. Our business continuity planning team is monitoring the impact of coronavirus and will make recommendations as the situation develops.

Can Spherion still help me hire during the coronavirus outbreak?

Spherion recruits in a variety of market conditions, including tight labor markets and specialized skill environments. While following guidance from health authorities, we'll ensure our candidates continue to meet the needs of our clients and customers in the safest and most effective manner possible. We recognize employers may have concerns about hiring at this time. Spherion is thoroughly screening candidates and potential hires to ensure your organization and employees are protected.

We have specific protocols and requirements to screen employees.

Will Spherion's temporary employees adhere to those guidelines?

We work with a large and diverse group of employers, so we're accustomed to working with each of our clients to respond to their unique needs. We can work with you to develop compliant and pertinent protocols for your work environment while adhering to all applicable laws and health guidelines. Our dedicated health and safety team is leading our response to COVID-19 and ensuring that we follow the current best practices to keep you and your employees safe.

Is Spherion vetting employees before sending them to work for me?

Absolutely. Spherion is currently vetting all candidates and employees before they are cleared to work for a client. Before candidates start an assignment, they must undergo a thorough vetting process — no exceptions will be made. We're screening for factors including but not limited to:

- whether they've traveled recently, particularly to high-risk locations
- any known contact with a person who's been exposed to COVID-19
- display of symptoms like cough, fever, etc.

What is Spherion doing to prevent exposure to COVID-19?

We're enforcing strict measures to keep our employees and candidates safe. We are enforcing protective measures for our employees and taking added precautions when vetting candidates.

- Spherion branches and corporate employees are voluntarily working from home.
- Business travel outside the U.S. is restricted for all Spherion employees until further notice.
- We will not place candidates who have been identified as at-risk following our vetting procedures. We will be thoroughly screening candidates based on their travel history and signs of illness.
- We will ask anyone who has recently travelled, shown symptoms of illness or been in contact with someone who tested positive for COVID-19 to self-isolate for 14 days.
- Spherion employees are expected to follow Health Department guidelines to prevent the spread of COVID-19.

What is Spherion doing to ensure workers don't bring the virus into my workplace?

Spherion is promoting responsible behavior among all our workers. We are committed to informing, educating and driving awareness about CDC and WHO prevention guidelines, like social distancing. Additionally, we're working with clients to develop appropriate protocols so that all work environments align with best practices.

Without exception, we are thoroughly vetting candidates before they are cleared to start a work assignment. If you believe an existing employee may have been exposed to the virus or if a situation arises where you need assistance urgently screening a worker for any reason, please reach out to your Spherion contact to access immediate support.

Are Spherion employees allowed to travel?

Business travel to at-risk areas identified by the CDC is restricted for all Spherion employees. Non-essential travel has been suspended in the U.S. between now and April 17, 2020. Client-related travel must be approved by the client and Spherion's business leadership. Any Spherion employee (internal or candidates) returning from personal travel to a restricted country, travel aboard a cruise ship or who had a travel layover in a restricted country is required to provide relevant travel and health information before going to the office or a client site. Individuals may be required to stay at home and self-monitor for symptoms for the CDC-recommended 14 days, depending on their responses.

If an employee tests positive for COVID-19, is the employee required to let us or Spherion know?

We require all of our corporate employees and temporary workers to inform their manager or Spherion representative if they contract coronavirus. We will seek necessary voluntary consent to disclose personal information to our clients in this event.

If consent is withheld, Spherion will provide clients with as much information as possible to allow you to take the necessary steps to protect your workforce without violating legal obligations owed to our employees. For example, we will provide information about the date, time and location of the potential exposure, but we may be unable to disclose an employee's name.

Can Spherion recommend best practices to mitigate and prevent the spread of COVID-19?

Governments and health agencies are best positioned to determine the appropriate measures that should be followed at this time. We are following recommendations from organizations like the WHO and CDC, and we're adhering to their guidelines for mitigation and prevention.

Steps we're taking include:

- communicating steps to candidates and employees to prevent the spread of COVID-19
- instructing workers to wash hands their hands frequently
- sanitizing work areas frequently, especially high-traffic areas
- providing disinfectant and hand-sanitizer to employees in their work stations
- enforcing 14-day self-isolation for anyone who's recently traveled outside the U.S., been exposed to someone who has COVID-19 or has shown any cold or flu symptoms.

If you need assistance implementing emergency health and safety measures to prevent the spread of COVID-19 in your workplace, our team is here to help. For additional information on current best practices we are following, please refer to these organizations:

- CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- OSHA: <https://www.osha.gov/SLTC/covid-19/>
- NIOSH: https://www.cdc.gov/niosh/emres/2019_ncov.html

What is Spherion's plan to sustain business during the COVID-19 pandemic?

Spherion maintains a business continuity team whose focus is to assure that all functions of our business remain operational. As the situation surrounding the COVID-19 pandemic is changing rapidly, we have established protocols to follow recommendations from federal and state authorities in a timely manner. We have also assigned local task forces and other advisory groups to ensure we continue to run our business and support our clients and workers in the safest and most effective manner. We will provide updates as necessary.

Can I view a copy of Spherion's pandemic business continuity plan?

Please ask your Spherion representative for a copy of our business continuity plan.

Can I ask a temporary worker to work from home?

In the current climate, we understand that you may feel more comfortable if all your employees, including temporary workers, work remotely. Please contact your Spherion representative to ensure the proper protocols and tools are available and that your temporary worker(s) have the tools they need to be effective remotely. We will do everything in our power to ensure that this transition goes smoothly.