



Coronavirus (COVID-19) Information

A Message to Our Clients About Our Business Continuity Plan

As the Coronavirus ("COVID-19") continues to be a growing concern, Staffmark Group is quickly adjusting our practices in an effort to minimize the wide-ranging impacts to our clients, our employees, and our communities. As our valued partner, we want you to know that Staffmark Group has a business continuity plan in place that will allow us to continue to support you and your organization. Here are some of the key operational updates that we have implemented:

- **Increased Sanitization Efforts:** Hand sanitizer is available in our offices, and high touch areas will be cleaned frequently with approved cleaning products.
- **Corporate Services:** We've deployed additional resources to ensure continuity of service for payroll and billing in the event that our corporate teams have to work from home so that we can continue to pay our employees on time. We also have plans in place for all our corporate departments to work remotely in order to ensure there is no disruption in our normal business operations.
- **Screening employees:** We have developed a voluntary questionnaire to screen employees. If employees present themselves for work with a fever or difficulty breathing, they are advised to seek medical attention and self-quarantine per the CDC guidelines until it is advisable for them to return to work.
- **Work from home capabilities for our recruiters:** We have a variety of options for our internal team to work from home, and all employees have remote access to our company network, and they can also access company email via cellphone. Employees can utilize Skype and other video conferencing tools to conduct video interviews and reduce the number of in-person interactions. If needed, we can also temporarily transfer duties to an alternate location.
- **Communication with internal and external employees:** We are utilizing a variety of communication channels to communicate updates and business continuity planning with our teams, including email, company intranet, phone, text, and social media.

Since each situation is unique, we will work closely with you to meet your business needs and the needs of our employees assigned to your facility. We have a variety of solutions that we have put in place for clients that address employee needs, and we have also been able to provide additional staff for our clients' flexible business needs.

We realize that this situation is ever-changing, and there is no one-size-fits-all solution to address all needs. We will work with our clients and our employees on a case-by-case basis to ensure everyone is supported, and we will continue to monitor this rapidly-evolving situation and will notify you if any additional actions are necessary.

If you have any questions or concerns, please contact your local Staffmark Group representative for assistance. We appreciate your continued partnership, and we hope you, your families, and your teams remain safe and healthy.



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