

# EMPLOYEE NOTICE

UPDATED: March 15, 2020

## NOTICE TO CONTRACT/TEMPORARY EMPLOYEES REGARDING THE NOVEL CORONAVIRUS (COVID-19)\*

As employees of L. J. Gonzer Associates (LJGA), your health and well-being are important to us. While many questions regarding the novel coronavirus remain unanswered at this time, there are practical, common sense ways for you to take care of yourself, protect others, and monitor latest developments. Please remember that this is a continuously changing situation and we will post our latest information, guidelines and procedures to our website, <http://www.gonzer.com/covid19>.

We recommend that all employees exercise good judgement and take the proper precautions to protect themselves and the people with whom they work. Please make yourselves aware of the symptoms of the virus and what precautions you may need to take to insure your safety.

Based on guidance from the [U.S. Centers for Disease Control and Prevention](https://www.cdc.gov), LJGA recommends that employees:

- Practice social distancing wherever possible to minimize contact.
- Avoid close contact with people who are sick
- Avoid touching their eyes, nose, and mouth
- Stay home when they are sick
- Cover their cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Not wear a face mask unless they show symptoms of respiratory illness, including COVID-19
- Wash their hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing their nose, coughing, or sneezing (if soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol)

We encourage any employee who exhibits signs or symptoms the virus or believes they have been exposed for some reason to NOT report to work. Please stay home and contact your healthcare provider.

In general we have put forth the following procedures to offer employees some general guidance handling this situation. Individuals at our client sites need to be familiar with any client policies or guidelines concerning this situation. If you receive information from the client as to policies or an action plan, please contact your recruitment coordinator immediately.

### Travel Guidelines

Until further notice, employees may not travel outside of the United States. Employees should eliminate all unnecessary travel. Any travel should be reported to the Human Resource department.

Employees who have been traveling outside of the United States, must contact our Human Resources department to determine whether self-quarantine is needed. If so they must remain out of work for a minimum of 14 days without any cold/flu symptoms. If any symptoms develop they must report to their healthcare provider and must obtain medical clearance before returning to work. Workers may work remotely during this time if the client/supervisor approve this course of action.

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## Employee Exposure

Employees who believe they may have been exposed through direct or indirect contact are asked to remove themselves from their work environments and self-quarantine for a minimum of 14 days without any cold/flu symptoms. If any symptom develop or they test positive for the virus they must report to their healthcare provider and must obtain medical clearance before returning to work. Workers may work remotely during this time if the client/supervisor approve this course of action.

## Employee Diagnosis

Employees who are diagnosed with the COVID 19 virus must remain out of work for a minimum of 14 days. These individuals will not be allowed to return to work until they receive a medical clearance from their physician.

Should an employee become ill at a client's facility we ask that they immediately remove themselves from the site and seek immediate medical attention. We also require that they inform us immediately of any incident and provide as much information as to exposure and contacts at the client's site to mitigate community exposure as quickly as possible.

The Centers for Disease Control has provided general information about the virus and ways to minimize exposure, along with recommended washing procedures. Please see the [About Coronavirus Disease 2019](#) and [CDC's Frequently Asked Questions and Answers](#) webpages. For information about handwashing, see [CDC's Handwashing](#) website.

This situation is continuing to develop and we will try to provide employees with any up-to-date materials that we may receive to help ease the circumstances. If you have any additional questions please contact your Recruitment Coordinator at 908.709.9494 or email at [information@gonzer.com](mailto:information@gonzer.com)

