

EMPLOYEE NOTICE

UPDATED: October 2022

NOTICE TO CONTRACT/TEMPORARY EMPLOYEES REGARDING THE CORONAVIRUS (COVID-19)

As employees of L. J. Gonzer Associates (LJGA), your health and well-being are of utmost importance to us. We are very pleased to see the positive response to the COVID-19 situation. Although the situation has improved significantly we continue to encourage people to continue to practice the habits that have sustained us over the past 30 months. (vaccines and individuals actively practicing safe protocols, masking, social distancing etc...) .

The U.S. Centers for Disease Control and Prevention, has issued some new guidance that provides for some lessening of those restrictions, however as a policy and due to the fact that most states have not yet adopted these policies, we remind people that it is the continuing policy of L. J. Gonzer Associates that employees continue to practice the following safety practices(Individual site requirements may be more restrictive):

- Wear a face covering at all times when in enclosed places or cannot maintain at least 6 feet of space between you and a co-worker or in common areas.
- 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
- 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 of 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

Most domestic travel guidelines have been lifted. Care should still be taken when using any type of mass travel. Some international travel still has restrictions. Please contact your carrier or travel agent for details.

Employees who have been traveling within the United States, should monitor themselves for any signs of illness. Individuals traveling outside of the United States are encouraged to test for the virus before returning to work.

Employee Exposure

Employees who believe they may have been exposed should wear a mask for a minimum of 5 days and monitor for symptoms. If after 5 days no symptoms appear they may remove masks. If at anytime symptoms appear then individuals must quarantine for a minimum of 5 days. Individuals with symptoms should contact their medical provider to see if anti-virals or other treatment options are appropriate.

After the initial 5 days of quarantine, if symptoms have abated, they may return to work but must wear a mask for another 5 days. If symptoms continue, individuals must continue to quarantine and may need to seek medical assistance

Workers may work remotely during this time if the client/supervisor approve this course of action.

Employee Diagnosis

Employees who Test positive for COVID 19 virus must remain out of work for a minimum of 5 days. These individuals will not be allowed to return to work until they are symptom free after a minimum of 5 days. They must then wear a mask if they return to work for no fewer than 5 days.

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