Pro Resources
Staffing Services

NOTICE TO TEMPORARY EMPLOYEES REGARDING THE NOVEL CORONAVIRUS (COVID-19)*

As a valued member of the Pro Resources team, 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 the latest developments.

Based on guidance from the [U.S. Centers for Disease Control and Prevention](#), Pro Resources recommends that employees:
- 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 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)
- Inform Pro Resources in the event you develop signs/symptoms of the COVID-19 Virus so that we may take the proper precautions for our staff and customers

International Travel:
If you have traveled outside of the United States and into a country known to contain the COVID-19 virus withing the last 21 days, you are required to inform Pro Resources. You may be asked to self-quarantine and seek medical testing/confirmation.

Employees who have questions or concerns regarding this information, Pro Resources leave policies, or any other issue, should speak with their staffing representative.

To learn more about the novel coronavirus and keep up with the latest developments, see the [About Coronavirus Disease 2019](#) and [CDC's Frequently Asked Questions and Answers](#) webpages. For information about handwashing, see [CDC's Handwashing](#) website.