



ALLSTAFF is committed to providing a safe and healthy workplace. We have prepared a list of frequently asked questions in order to provide assist our employees with information about the coronavirus disease (COVID-19) as recommended by the Centers for Disease Control (CDC) and the World Health Organization.

1. *What are some of the symptoms of the coronavirus disease (COVID-19)?*

Symptoms may include fever, cough, tiredness, aches and pains, nasal congestion, sore throat, and shortness of breath. This list is not all inclusive. Please consult your healthcare provider for any other symptoms that are severe or concerning.

2. *How can I protect myself and prevent the spread of the disease?*

Wash your hands often with soap and water for at least 20 seconds. Avoid touching your eyes, nose, and mouth. Frequent use of an alcohol-based hand sanitizer can also help to keep hands clean.

Avoid close contact with people who are sick. 4

Follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or a tissue when you cough or sneeze. Then dispose of the tissue. This is important because the virus can be spread by droplets. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu, and COVID-19.

Workstations should be wiped down with disposable wipes prior to starting work.

3. *If I am feeling sick and suspect that I may be infected with the virus, should I go to work?*

No. Please stay home. Follow your call-in procedures and contact your supervisor to let them know that you are ill and will need to stay home. Contact your healthcare provider to determine the best course of action for your care and treatment.

If you have a positive diagnosis for COVID-19, please notify Human Resources immediately at (847) 278-0882. We will report the case to the CDC and state/local officials to follow through with their guidelines regarding notification to other employees regarding possible exposure. Confidentiality of the employee's personal health information will be maintained.

4. *If I have a positive diagnosis for COVID-19, when can I return to work?*

Do not return to work until you have been released to do so by a medical professional.

5. *What is ALLSTAFF doing to prevent the spread of the disease?*

There have been extra cleaning procedures put in place at our branch office to thoroughly clean frequently used surfaces.

Posters from the CDC regarding preventative measures have been distributed to each branch office.

Tissues, hand sanitizer, and hand soap are available at all branch offices.

6. *Where can I go to get information about COVID-19?*

The websites for the CDC at www.cdc.gov and the World Health Organization at www.who.int can provide the latest information about the COVID-19 situation.