

Dear Amada Staffing and Personnel Staff:

Recently, the community-wide transmission of the novel coronavirus (COVID-19) has occurred in the United States, including the area where we operate and live. We take the health and safety of our employees and clients very seriously and want to assure you that we are continuing to monitor the development of this situation and taking steps in accordance with CDC and health department guidance.

At this time, we have made the decision to contract with and staff facilities who have COVID-19 positive patients or residents, or with the potential to become infected with COVID-19.

- However, no employee will be required to provide care for patients who:
 - have tested positive and have not yet recovered; or
 - are symptomatic or have been exposed; and/or,
 - are awaiting COVID-19 testing.
- No employee will be disciplined, discharged or otherwise retaliated against for declining assignments for clients who have COVID-19 or who have been recently exposed to COVID-19 and have not cleared their quarantine period.

Because of the risk for the spread of COVID-19, as explained below, we will not allow you to continue to work if:

1. You have been diagnosed with COVID-19 (you may return once you have a completed fitness for duty form, or as allowed by health department guidance),
2. You have symptoms of COVID-19, but test negative for the disease or did not indicate as being a candidate for testing (you may return once you have been free of fever (100.4° F (38.0° C) or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (*e.g.*, cough suppressants), or as allowed by health department guidance, whichever is longer),
3. You have been in close contact **without appropriate protection** with someone who has been diagnosed with COVID-19 (you may return to work 14 days after your last exposure to an infected person or with a fitness for duty form), or
4. You have had **unprotected direct contact** with infectious secretions or excretions of anyone diagnosed with COVID-19 (you may return to work 14 days after your last exposure or with a fitness for duty form).
5. You have travelled to or through high risk areas in the past 14 days, meaning any area the CDC classifies as Level 3 (*i.e.*, an area with widespread, ongoing community transmission), which on March 17, 2020 included Europe, South Korea, Iran, China and the United Kingdom (you may return to work 14 days after returning from such an area or with a fitness for duty form)

6. You have been on a cruise in the last 14 days (you may return to work 14 days after returning from a cruise or with a fitness for duty form).

Immediately before every shift, you must certify that you:

- Are asymptomatic,
- Have not been in close contact with someone who has tested positive for COVID-19 **without proper protection,**
- Have not had **unprotected direct contact** with infectious secretions or excretions of anyone diagnosed with COVID-19,
- Have not travelled to or through a high risk area noted above, or
- Not been on a cruise within the past 14 days.

You must notify us immediately if you experience the symptoms of COVID-19, learn that you have been in close contact **without appropriate protection** in the last 14 days with someone diagnosed with COVID-19, have had **unprotected direct contact** with infectious secretions or excretions of anyone diagnosed with COVID-19 in the last 14 days, or been in or through a high risk area or on a cruise in the past 14 days.

Below is some additional helpful information:

Recognizing Symptoms

According to the CDC, the symptoms of COVID-19 include:

- Coughing, sneezing
- Fever
- Shortness of breath, difficulty breathing
- Or early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever or symptoms of respiratory illness, such as cough or shortness of breath, call your health-care provider right away. Our first concern is for the safety of our employees and clients. If you are not feeling well or are exhibiting any of the above symptoms, please also notify the office. You will be taken off the schedule.

Protect Yourself

We appreciate the contributions you make every day to improve the quality of our clients' lives and we value your health and safety. Should you have any questions or concerns, please contact your manager. You may also learn more by visiting: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Please acknowledge below:

I have been provided guidelines and training for the proper measures recommended by the CDC to prevent the contraction and spread of COVID-19. _____(initials)

I have been provided Personal Protection Equipment of which I feel is sufficient to fit the definition of proper protection to aide in my work with a client who has contracted COVID-19. _____(initials)

I have been informed and am aware I am not obligated to accept an assignment with a client who has COVID-19. _____ (initials)

I have accepted an assignment willingly and not under duress to serve a client with COVID-19. _____Yes or _____No and _____ (initials)

I understand that I may asked to be removed from an assignment if at any time I feel I am no longer safe serving a client with COVID-19. _____ (initials)

I understand that if at any I time I become symptomatic, become ill or have tested positive for COVID-19 as outlined earlier in this notice, that I may not be able to return to work until I am released as fit for duty. _____ (initials)

Received and acknowledged:

Name

Date