

Dear Temporary Labor Agency-

Thank you for being one of Sodexo's valued partners. Sodexo's top priority is the health, safety and well-being of our employees, clients and customers. In an effort to keep everyone (your employees, Sodexo employees and Sodexo clients) as healthy as possible in the midst of the COVID-19 pandemic, we expect you to follow these guidelines with respect to your employees who may provide services to Sodexo accounts. The following replace guidelines that Sodexo supplied to you prior to the date hereof. Please acknowledge your understanding and acceptance of these guidelines by signing below.

- $\sqrt{}$ Follow state, local or unit-specific protection requirements, such as the use of face coverings, and any additional screening that may be required at the Sodexo unit/office where services are provided.
- $\sqrt{}$ Obligate your employees to wash hands frequently throughout the day.
- ✓ Obligate your employees to perform daily health-monitoring before providing services to a Sodexo account by screening themselves and asking themselves the following questions:

□ Do I feel sick?

- If yes, you must not report to work. You should stay home and not come to **work** until you are free of fever, 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).
 - Note: If you call in sick or appear sick during this pandemic time, you will be asked if you are experiencing symptoms associated with COVID-19.

Do I have any symptoms of COVID-19 or a confirmed diagnosis of COVID-19?

- The most common symptoms of COVID-19 are cough, shortness of breath, fever, chills, muscle pain, sore throat and new loss of taste or smell. You should check <u>www.cdc.gov</u> regularly for additional information.
- If yes:
 - \circ $\,$ You must not report to work and should contact your health care provider for further guidance.
 - You must inform your employer so it can take appropriate measures to ensure the safety of other employees, its clients and customers.
 - You must monitor yourself daily for symptoms before reporting to work.



• You should remain in isolation, and not return to work, until you: (1) have been fever free (without fever-reducing medication) for at least 24 hours; and (2) other symptoms, such as cough and shortness of breath have improved; and (3) at least 10 days have passed since symptoms first appeared.

□ Have I had close, prolonged contact with someone (such as a household member) in the past 14 days with symptoms of COVID-19 or a confirmed diagnosis of COVID-19?

- If yes:
 - \circ $\,$ You must not report to work and should contact your health care provider for further guidance.
 - You must inform your employer so it can take appropriate measures to ensure the safety of other employees, its clients and customers.

Thank you for your cooperation.

ACKNOWLEDGED AND AGREED: Employment Agency Name: <u>Culinary Staffing Service</u> Signature: ______ Signatory Name (printed): ______ Signatory Title: <u>Culinary Service Staff</u> Date: _____



I understand that my electronic signature will be binding as though I had physically signed this document by hand. I agree that a printout of this agreement may be accepted with the same authority as the original.



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The IP address has been recorded as part of your electronic signature.