



MSI Staffing, Inc.

COVID-19 SOP

As a valued client and partner of Metro Staff, Inc. we want to assure you that we have been working hard to establish standard operating procedures to address COVID-19 incidents as they arise. Please understand that each situation will be unique and will need to be evaluated based on the information we collect.

We have established the following SOP for a scenario in which an employee has called to notify us that they may have been exposed to or believe that they have symptoms of COVID-19.

Step 1 - Initial Contact/Data Collecting

- Contact employee, if possible, to express our sympathies and concern.
- Create a timeline of events (specifically focusing on any contacts s/he may have had in the previous 48 hrs. before becoming symptomatic) by speaking with the employee directly, if possible. If the employee is unable to communicate, we would speak with someone they designate.
- Confirm where the employee worked during the prior 14-day period from post test results.
- Ask employee for a list of names with whom s/he may have had close contact (within 6 ft. for a prolonged period of time) during the prior 14-day period.
- Confirm with the employee if s/he has any family members or roommates who work for MSI.

Step 2 - Action Plan

- Conduct exposure analysis.
- Determine closures, if necessary.
- Develop communication action plan
- Develop deep cleaning plan/schedule, if necessary.

Step 3 - Communication Plan

- Distribute communication to others who may have been exposed.
- Provide CDC risk assessment link.
- Provide Metro Staff, Inc. Coronavirus Toll Free Hotline Number; Remain in regular contact with the employee.

Step 4 - Closure

- Confirm communications have been sent.
- Confirm required areas have been deep cleaned and disinfected.
- Normal work operations may recommence once we have confirmed the area has been deep cleaned and disinfected.

Please do not hesitate to reach out if you have any questions or concerns regarding this SOP.

Metro Staff Inc.
1601 Weld Road, Elgin, IL 60123
Phone: 847-742-9900
Fax: 847-742-4846



In coordination with the recent (April 8th) CDC "***Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19***" we have adopted the following:

The CDC advises that critical infrastructure workers or essential workers may be permitted to continue work *following potential exposure to COVID-19*, provided they remain asymptomatic and additional precautions, as listed below, are followed.

A "potential" exposure is defined as living with or having close contact (within 6ft) of individual(s) who have been confirmed or is suspected to have COVID-19. ***The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.***

Employees who have had exposure *but remain asymptomatic* should adhere to the following practices prior to and during their work shift:

Pre-Screen: Employers should measure the employee's temperature and assess symptoms prior to them starting work. Per the CDC a temperature is any reading above 100.4 F. A fever is not considered medically significant if the reading is below 100.4 F.

Regular Monitoring: If the employee is fever free and asymptomatic, s/he should wear a face mask at all times while in the workplace for 14 days *after last exposure*. Facemasks can be issued or employees' supplied cloth face coverings in the event of shortages.

Social Distance: The employee should maintain 6 feet and practice social distancing in the workplace.

Disinfect and Clean workspaces: Employers should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick while on assignment, they should be sent home immediately and our COVID-19 Response Team notified (COVID19@msistaff.com). Surfaces in their workspace should be cleaned and disinfected. Notifications will need to be provided to persons who had contact or worked in close proximity to the ill employee 2-days prior to symptoms.

Metro Staff Inc.
1601 Weld Road, Elgin, IL 60123
Phone: 847-742-9900
Fax: 847-742-4846