



MSI
STRATEGIC STAFFING

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 5-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 5-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.
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MSI follows CDC Guidelines.

For Quarantine and Isolation guidelines and information, visit:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html#quarantine>

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