



Employee Update Regarding COVID-19 Shelter-in-Place/Stay at Home Orders

MEMO

TO: Elite Staffing Employees
FROM: Elite Staffing Human Resource Department
DATE: March 20, 2020
RE: Stay-at-Home Order and Continued Work

If a Shelter-in-Place/Stay-at-Home Order is issued by the Governor of the state in which you are working it would restrict movement of persons within the State limits. Such an Order would not apply to certain businesses and their employees. In our experience a Shelter-in-Place/Stay-at-Home Order may not apply to your current assignment because the client company's business has been deemed an "essential business". Therefore, if you still feel comfortable, we ask that you report to your assignment as scheduled.

Please continue to utilize appropriate safety measures including proper hygiene, social distancing and stay home if you feel ill. Further details are available on the Covid Posters at your worksite or local branch office.

You can share this memo with anyone you need to confirm that you may travel to/from work. If there are any questions, please contact me at (312)334-0113.

Sincerely,

Reyna Villaseñor
Director of Human Resources, Elite Staffing