



## Employee Update Regarding COVID-19 2021 Reopening Phase

### MEMO

TO: Elite Staffing Employees  
FROM: Elite Staffing Executive Team  
DATE: June 2021  
RE: Covid-19 2021 Re-Opening Phase

On June 11, 2021, the state of Illinois and the city of Chicago announced that we have entered Phase 5 of their five-stage reopening plan. As a company headquartered in Chicago, Illinois, Elite Staffing is gratified to see the reopening of our local economy. Many other cities and states where Elite employees work have announced their own reopening or will do so in the coming weeks and months as the country continues to make progress in the fight against COVID-19.

For Illinois and Chicago businesses like ours, Phase 5 means a lifting of many COVID-19 restrictions. And while Elite welcomes this new phase thanks to the increased availability of vaccines and declining COVID-19 case numbers, we want to reaffirm our commitment to continuing to follow CDC guidelines and ensuring that ALL of our workers work in a safe environment.

It's been said before and its bears repeating now: Elite could not have continued to service its many customers without YOU. We understand that the pandemic has been a challenging time for many, and we appreciate your commitment to Elite and to your work at our customers' worksites.

Going forward, while Elite recognizes that some restrictions have been lifted, the fight against COVID-19 is not over. We continue to encourage all employees to get vaccinated. We will also be doing all we can to keep you safe while working during this "new normal." This includes keeping workers with COVID-19 symptoms home and making face coverings and hand sanitizer available at our offices. Information about other health and safety measures currently in effect is available by contacting [hr@elitestaffinginc.com](mailto:hr@elitestaffinginc.com) or visiting an Elite branch office near you.

We ask that all employees continue to do their part as well: **If you are sick, please stay home and follow all call-in procedures.** Also, we encourage all employees – but especially those that are not vaccinated – to continue to follow best hygiene practices. Frequently washing your hands and wearing a face covering when you cannot socially distance helps limit the spread of COVID-19.

Thanks for all you continue to do for Elite,

The Elite Staffing Executive Team