

CORONAVIRUS (COVID-19): FAQ FOR ASSOCIATES

What is the Adecco Group doing to address the situation?

We are working closely with Adecco Group leaders around the world and have formed a North American Steering Committee to monitor developments and provide regular communication to minimize the exposure and impact to our colleagues, associates and the business.

What is the Coronavirus (COVID-19)?

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases, such as Severe Acute Respiratory Syndrome (SARS). This new virus and disease were unknown before the outbreak began in Wuhan, China in December 2019. To read more about the virus, please visit the WHO website here: www.who.int/health-topics/coronavirus.

How can I contract (COVID-19)?

The virus can spread from person-to-person through small droplets emitted from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces and can then be transmitted to other people if they touch these objects or surfaces and then touch their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from an infected person who coughs out or exhales droplets.

What are the symptoms of COVID-19?

According to the Government of Canada, symptoms include fever, cough, shortness of breath. For more information, please visit the CDC website: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html>

When should I call or contact a doctor?

You are encouraged to contact your medical provider if you have any medical related questions or concerns regarding exposure or are exhibiting symptoms. Please reference the most up-to-date information on the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov>

How can I avoid contracting the COVID-19? Is a vaccination available?

There is currently no vaccine to prevent COVID-19. The best way to prevent illness is to avoid exposure to this virus. CDC always recommends every day preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community. Especially important for people who are at higher risk of getting very sick
- Avoid touching your eyes, nose and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Wash your hands often with soap and water for at least 20 seconds, especially after going to
 - the bathroom, before eating and after blowing your nose, coughing or sneezing
 - If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- For information about handwashing, see CDC's handwashing website: <https://www.cdc.gov/handwashing/>

I am ill, but I am quite sure it's not COVID-19. Can I come to work?

If you are exhibiting any symptoms of illness you should not report to work. Please notify your Adecco Representative or the Adecco Nightline to report your absence and reason. Please contact your healthcare provider for guidance and stay at home until you are symptom-free, without the use of medications (Tylenol, Advil, etc.) for a minimum of 24 hours.

What should I do if I have a co-worker who is exhibiting flu like symptoms at work?

We recommend that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home. Please report concerns to a supervisor.

Will a doctor's note be required to return to work after being sick?

For general illness that is not related to COVID-19, a doctor's note will NOT be required to allow an employee to return to work wherever possible, as this may place an overly high burden on doctors and the healthcare system, and may delay the employees return to work. Individual clients may have differing policies based on their business needs and as the situation changes. Please follow the direction of your Adecco Representative. Anyone with diagnosed or pending results for COVID-

19 must explicitly follow the direction of Public Health and may not resume work for a minimum of 14 days being symptom free.

I am in a "high risk" group or am pregnant and concerned about contracting the virus. What are my options?

Please contact your Adecco Representative to discuss your situation and concerns.

A family member works at a location where a case of COVID-19 has been confirmed / my child goes to a school where a case of COVID-19 has been confirmed. Should I be quarantined?

Please contact your Adecco Representative before reporting for work for further guidance. Please follow any guidance provided to you from health officials, and it is recommended that you contact your doctor for further guidance.

I have been in close contact with a person or family member who has returned from travel to a high-risk area in the last 14 days, but they have shown no symptoms. Shall I stay home?

Please contact your Adecco Representative before reporting for work. Adecco will conduct a risk assessment and you may be advised to stay home for 14 days. Please do not go into work and notify your Adecco Representative to assess risk and provide further guidance.

What should I do if I have a sick family member at home who has tested positive for COVID-19?

We ask that you remain at home and not report for work. Follow direction from Public Health and immediately notify your Adecco Representative.

When must I contact Adecco?

Before going to work, please contact your Adecco Representative if:

- You are currently experiencing any symptoms of illness, including shortness of breath, cough or fever
- You have tested positive for COVID-19 or are awaiting test results
- Have been in close contact in the last 14 days with a person who has tested positive for COVID-19
- If you have traveled outside of Canada
- Live with someone or have had close contact with someone who has returned from a cruise or international travel in the last 14 days
- Have returned from a cruise in the last 14 days

What options do I have for income replacement if I cannot work due to illness, exposure, or other reasons related to COVID-19, including layoff or the closure of a non-essential business?

Please consult the Government of Canada's website for further information on Employment Insurance and to see if this may apply to your personal situation:

<https://www.canada.ca/en/employment-social-development/corporate/notices/coronavirus.html>