

March 2, 2020

Dear Valued Business Partner

As a valued client and partner of Barton Staffing Solutions, Inc., we want to take this opportunity to apprise you of our efforts with respect to the novel coronavirus, COVID-19. Our temporary workers' safety and well-being is paramount to us, as is the safety and well-being of your employees.

Our partnership requires both our commitments to **mutual communication**. Following HIPAA privacy guidelines, we will inform you should we learn that one of our employees at your location tests positive for COVID-19. Likewise, should you learn that one of your employees tests positive we need to be informed immediately. In this way we can effectively protect other employees while working with local Department of Public Health officials.

Therefore, we have advised our temporary employees about how to take care of themselves, protect others, and monitor the latest developments. Per the [U.S. Centers for Disease Control and Prevention](#), we have informed our employees that they should:

- Avoid close contact with people who are sick
- Avoid touching their eyes, nose, and mouth
- Stay home when they are sick
- Cover their cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects & surfaces using regular household cleaning spray/wipe
- Follow CDC's recommendations for using a face mask
- Wash their hands often

We also have encouraged our temporary workers to keep up-to-date on developments by visiting the [About Coronavirus Disease 2019](#) and [CDC's Frequently Asked Questions and Answers](#) webpages.

We trust that you are advising your employees similarly and that you will apply the same safety policies and procedures to Barton Staffing temporary workers that you apply to your own employees.

Note that we stand ready to assist you in navigating this public health challenge and furthering the well-being of all employees.

Should you wish to discuss this issue or have any questions, please let us know.

Sincerely,

Mike Murphy
Safety & Risk Manager
Barton Staffing Solutions, Inc.
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