

# Kelly®



## Let's return to the workplace. Safely.

Kelly® is here to ensure your success on assignment. Your personal safety is always our number one concern, and we know it's your priority too. That's why we're committed to ensuring the places where you work consistently meet, or exceed, all safety and health regulations for your role. This is especially true during this COVID-19 pandemic, where we expect that all worksites will be cleaned and disinfected regularly, social distancing measures will be implemented where possible, and job and safety appropriate personal protective equipment (PPE) will be provided or permitted.

While you're on assignment, be sure to follow all safety protocols outlined at your job location. If you have any concern about the worksite, please contact your Kelly representative. We'll work with local site leaders to ensure they provide for your safety, like all Kelly employees deserve.

**The following are some general safety guidelines we recommend you follow during the COVID-19 pandemic.**

### Feeling sick?

Please stay home if you're experiencing COVID-19 symptoms or feeling sick, and contact your Kelly representative to let us know you won't be at work. COVID-19 symptoms can include:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 or higher)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

### Keeping your distance (socially)

Where possible, your job location leaders are expected to follow the latest social distancing controls. But all worksites are different, and your ability to follow any particular social distancing guidelines will vary. Try to follow these social distancing standards while working at your job location:

- **Keep a distance of at least six feet from other people in common areas like breakrooms, or when clocking in and out for your shift.**
- **Avoid direct contact (such as shaking hands) with others.**
- **Avoid elevators with more than three people.**
- **Avoid sharing tools or office supplies.**
- **Avoid communal drinking fountains and coffee machines.**

Your specific site may also take additional social distancing measures such as:

- **Moving workstations at least six feet apart.**
- **Installing barriers between workstations.**
- **Blocking off seating in common areas.**
- **Staggering breaks and mealtimes.**

### Keeping it clean

Kelly expects the company you're assigned to will keep up with cleaning its facility—including disinfecting all high-contact areas, regular cleaning of all work and communal areas, and other CDC-recommended and OSHA-required activities.

To help protect yourself and others, please also ensure you and your worksite remain clean! Actions that you should take while working on location include:

- **Wash your hands frequently, with soap and water, for at least 20 seconds. Especially after you've been in a public place, exchanged physical items (like paperwork or résumés), and after blowing your nose, coughing, or sneezing.**
- **If soap and water aren't available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.**
- **Avoid touching your eyes, nose, and mouth with unwashed or gloved hands.**
- **Cover all coughs and sneezes. Use a tissue or the inside of your elbow when you cough or sneeze. Throw used tissues in the trash. Then immediately wash your hands.**
- **Avoid unnecessary physical contact (such as shaking hands).**
- **Where possible, regularly wash or disinfect your workspace.**

### Last but not least: PPE

In addition to the normal PPE that you may wear for your job, we'll work with leaders where you're assigned to ensure you have any extra equipment (such as a mask or face covering) you need for maintaining your health and safety at the worksite.

As an alternative, you can generally wear your own reusable mask or face covering, unless there is a job-specific reason that prohibits it—such as interference with other safety equipment or protocols.

### Questions or issues?

Your health and safety are our highest priority, and always will be. If you have any questions or concerns about the safety of your worksite during the COVID-19 pandemic or at any time in your employment with Kelly, please reach out to your Kelly representative. And feel safe reaching out: Kelly prohibits retaliation of any kind for employees who raise workplace safety issues.

Helping you discover what's next in your career. **Safely.**  
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