



Dear Valued Contractor

During these unprecedented times, Staffing 360 Solutions has been working hard to respond to the Covid-19 crisis and our absolute priority is to ensure the ongoing well-being and safety of our staff, workers and customers.

As part of our combined obligations to you and in line with Government guidance, we will work with you and the Client to ensure you are well informed about the measures the Client's organisation has taken to safeguard all Contractors' health and safety whilst on assignment.

Please also remember that you also have a duty to assess any risks that may compromise your health and safety whilst on a client's site.

Our combined aim with the Client is to:

- provide you with information on any risks including the control measures in place and any health surveillance required
- provide you with relevant information for reporting symptoms (or exposure to) Covid-19
- deliver adequate and sufficient information, instruction and training to enable you to provide Services safely.
- notify you of any PPE required to provide Services safely in the role
- ensure you know how to raise any health and safety concerns on the work site

If you do not feel well informed about any of the above before or on commencement of the assignment or on recommencement of working on the worksite, please let us know.

Commencing a new assignment or returning to a work site

You should ensure that before you commence your assignment or return to the work site you notify us of the following:

- if you are experiencing any [symptoms](#) of Covid-19
- if a member of your household or someone you have come in close contact with in the past 2 weeks is sick at home with Covid-19 or experiencing [symptoms](#) of Covid-19
- if you are awaiting a Covid-19 test result for you or a member of your household
- if you have travelled to an area in the last 14 days which is currently on the [quarantine list](#)
- if you have been directed to quarantine or isolate by the Department of Health ([Track and Trace](#)) or a healthcare provider in the past 14 days
- if you are considered a clinically extremely vulnerable person

Do not attend the worksite under any circumstances if any of the above apply to you



DURING your assignment:

You should NOT attend the work site under any circumstances if you are experiencing any [symptoms](#) of Covid-19 or any of the above.

You should notify us **AND** the client contact **immediately** if you go onto experience any symptoms or if any of the above apply to you.

Your help in reducing the spread of Covid-19

We recommend the following:

- Download the [NHS Test and Trace App](#) to help protect yourself and others and observe any alerts and advice to self-isolate
- Avoid close contact with people who are sick
- Adhere to the government's guidelines on social distancing/ lockdown measures
- Avoid touching your eyes, nose and mouth
- Wear a face covering where required to do so
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue away
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Wash your hands with soap and water for at least 20 seconds, and especially after going to the bathroom, before eating, after blowing your nose, coughing, or sneezing, or touching high touch surfaces such as handrails and doorknobs

Protecting your Privacy

In line with our [Privacy Notice](#), please be aware that we will share all necessary information that you disclose to us to ensure the Client is informed and able to take necessary measures onsite to ensure the well-being of you, their staff and workers.

We will not disclose any sensitive medical information that you disclose to us without your consent to do so.

Kind regards

The Staffing 360 Solutions Team