

## **Support Information for COVID Related Time Away from Work**

This document will provide you with important information regarding next steps with your assignment and resources that may be beneficial to you and your family during your quarantine. If you still have quarantine policy questions after reading through this document, you can email [covid19@integritystaffing.com](mailto:covid19@integritystaffing.com). Please direct service-related questions to the respective service area such as your state Unemployment Office website.

### **When will I be required to Quarantine?**

Integrity will require you to quarantine for any of the following reasons. You can find our return-to-work clearance policies at the bottom of this document.

- If you are positive for COVID19.
- If you are tested for COVID19.
- If you are having COVID19 symptoms.
- If you were exposed to somebody diagnosed with COVID19, having COVID19 symptoms or believed to have COVID19.
- If you were a secondary contact with somebody diagnosed with COVID19 (ie. member of your household was exposed to somebody at their job).

### **What happens during my Quarantine?**

You will be expected to call out for any missed shifts utilizing the normal callout methods. You will also need to communicate directly with our COVID19 team via email at [covid19@integritystaffing.com](mailto:covid19@integritystaffing.com). Our COVID19 team is comprised of HR and Safety team members who will keep your information confidential. You are only required to contact our COVID19 team to notify us of updates about your situation including test results. If you are tested, we will need to see your test results before we can clear you to return to work from quarantine.

Before we will waive attendance credits, we need documentation requiring you to quarantine from a doctor or health department or proof COVID19 testing. You can email this documentation to [covid19@integritystaffing.com](mailto:covid19@integritystaffing.com). Upon receipt of your documentation, Integrity will suspend your assignment to prevent the accrual of attendance credits. If it is clear that your quarantine documentation covers the dates you were not at work, we will try to backdate the suspension to waive existing credits. Until you send in your documentation, you may use available time off options to prevent attendance credits.

You must communicate with our COVID19 team for clearance to return to work. Unless we have other information, we will anticipate your quarantine end date to be 5 days from the start of your quarantine. If we have not heard from you by your anticipated quarantine end date, we will make several attempts to reach you. If we are unable to reach you during those attempts, your assignment will be ended based on the attendance policy.

### **Will I be paid during my Quarantine?**

Integrity Staffing Solutions is not compensating people during the COVID19 quarantine at this time. It is recommended that people file for unemployment to assist with missed work due to COVID19 quarantines. The FFCRA does not cover Integrity Staffing as we have more than 500 employees. For more information on the FFCRA, please see <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>.

### **Unemployment**

Should you need to miss work or become unable to return to work due to the impact of COVID19, we encourage you to apply for unemployment. While claim approval is up to your state unemployment office, you may find the below information helpful in filing your claim.

### **How Do I File for Unemployment Insurance?**

The below link from the US Department of Labor website provides state Unemployment Office information and details around unemployment flexibility during the COVID-19 outbreak.

<https://www.dol.gov/general/topic/unemployment-insurance>

Included within the Department of Labor website is the below link to [careeronestop.org](https://www.careeronestop.org) which provides more specific steps on filing for unemployment by state.

<https://www.careeronestop.org/LocalHelp/UnemploymentBenefits/find-unemployment-benefits.aspx?location=IN&keyword=&persist=&ajax=0>

**You may use below details when filing for unemployment:**

- Employer Name: Integrity Staffing Solutions, Inc.
- Complete Mailing Address: 700 Prides XING, STE 300, Newark DE 19713
- Phone Number: 302-661-8770
- Email Address: [uiclaims@integritystaffing.com](mailto:uiclaims@integritystaffing.com)
- Reason: Every situation is unique. You should provide information such as:
  - Details around your quarantine
  - Physician's recommendations causing you to miss work
  - Medical conditions which could lead to complications if exposed to COVID19

**AllyHealth Telemedicine**

We want to ensure all temporary associates continue to have access to urgent care during this COVID19 pandemic. For this reason, we have made access to medical professionals through telemedicine services available for ALL associates and their dependents. This service is available with AllyHealth at NO COST to you for many medical concerns, including COVID19. You can register to use AllyHealth Telemedicine by phone: 888-565-3303 or through the online portal using the following steps.

- Visit [www.allyhealth.net](http://www.allyhealth.net).
- Select the "Login" Dropdown box and select the "Members" option.
- Select the "Activate Now" Option which will take you through the registration process.

**Employee Assistance Program**

Integrity provides Employee Assistance Programs (EAPs) to help support employees and their household family members with information on stress/anxiety/depression, grief and loss, medical claims, eldercare, legal concerns, financial issues, and many other things. The EAP benefits are available to all employees at NO COST to you. The EAP offers confidential advice, support, and practical solutions to real-life issues. You can access these confidential services, including up to 3 face to face counseling sessions by calling the hotline and speaking with a consultant. Associates can access the EAP at 800-925-5327 and staff can access it at 866-799-2728.

**When will I be cleared to return to work?**

The below scenarios are guidelines and may change based on your unique situation. The Integrity client where you are placed on a job assignment may also have policies that will need to be met for return-to-work clearance.

- In all cases, before you can be cleared to return to work, our COVID19 team will need written or verbal confirmation from you that you have been fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Please include information about your symptoms in emails to [covid19@integritystaffing.com](mailto:covid19@integritystaffing.com), to speed up your return to work.
- If you were tested, we need to see your test results.
- If you were having COVID19 symptoms, you will need to quarantine for 5 days from onset of symptoms or provide negative test results before that point.
- If you were exposed to somebody diagnosed with COVID19, you will need to quarantine for 5 days from last exposure or provide negative test results before that point.
- If you were exposed to somebody who is suspected to have COVID19, you will need to quarantine for 5 days from last exposure or provide negative test results before that point or the person you were exposed to tests negative for COVID19.
- If you were identified during a contact trace with somebody who tested positive, you will need to quarantine for 5 days from last exposure or provide negative test results before that point.

**If you have any questions please email [covid19@integritystaffing.com](mailto:covid19@integritystaffing.com).**