



# JSG Notice To Contractor Employees Regarding COVID-19 (Coronavirus)

As a valued member of the JSG team, your health and well-being are important to us. While many questions regarding the novel coronavirus remain unanswered at this time, there are practical, commonsense ways for you to take care of yourself, protect others, and monitor latest developments.

Based on guidance from the [U.S. Centers for Disease Control and Prevention](#), JSG recommends that individuals :

- 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 and surfaces using a regular household cleaning spray or wipe
- Wash their hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing their nose, coughing, or sneezing (if soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol)

Working as a Contract Employee at a client worksite results in several other, client specific recommendations:

- **Adhere to your assigned client's Response Plan for COVID-19**
- **If a client allows you to work remotely, consider doing so**
- **If you miss time or if your client's site shuts down due to COVID-19 and if you are eligible, you may elect to use accrued and unused sick leave in accordance with federal, state or local laws; you may also be eligible for unemployment compensation**
- **Should any shutdown lead to a prolonged amount of time off or should the client terminate your assignment, you may be assigned to another existing open position subject to your skills and qualifications**
- **Travel should be limited to essential travel based on the client's stated business needs**

Contract employees who have questions or concerns regarding this information, JSG's leave policies, or any other issue, should contact Human Resources at [hr\\_corp@jsginc.com](mailto:hr_corp@jsginc.com).

To learn more about the novel coronavirus and keep up with the latest developments, see the [About Coronavirus Disease 2019](#) and [CDC's Frequently Asked Questions and Answers](#) webpages. For information about handwashing, see the [CDC's Handwashing website](#). The World Health Organization ([www.who.int](http://www.who.int)) also is continuously updating its site on COVID-19. The site includes safety suggestions as well as an FAQs page.