



NOTICE AND ACKNOWLEDGMENT OF COVID-19 SAFETY MEASURES FOR CONSULTANTS TRAVELING INTERNATIONALLY

Your safety is our utmost priority. As part of our commitment to your health and safety, Kforce offers the following resources and safety protocols to prevent or reduce the risk of transmission of COVID-19 for consultants traveling internationally in the course of their assignment duties. These measures include the following:

- Consultants must review and follow the attached CDC guidance on how to recognize COVID-19 symptoms. Check yourself for symptoms before travel and notify your supervisor if symptoms will prevent you from performing your duties in accordance with relevant client and Kforce policies. If you become sick while traveling for your assignment, notify your supervisor promptly, as well as your Human Resources Business Partner, and always seek medical care if needed.
- Consultants traveling internationally must follow U.S and destination country laws and guidelines related to travel, including foreign quarantine policies, testing and screening, urgent health information, and entry and exit requirements. Consult websites for the U.S. embassy/consulate and the Department of State for country-specific travel restrictions, and monitor the CDC's [Traveler's Health Notices](#) as well as those posted by WHO and OSHA for the latest guidance and recommendations for international travel. Please be prepared for the possibility that additional country-specific travel restrictions could be implemented with little or no advance notice, and travel plans may be disrupted. Contact your supervisor or Human Resources Business Partner with any questions or concerns.
- Consultants must follow all client safety protocols related to travel prior to and upon arrival at client sites.
- Consultants must practice sensible social distancing and proper hygiene while traveling. Such practices include:
 - Maintaining 6 feet of distance between others, when possible.
 - Clean your hands often using soap and water for at least 20 seconds. If soap and water are not readily available, use hand sanitizer. (Review attached CDC guidance packet on proper procedures.)
 - Avoiding touching your eyes, nose, and mouth with unwashed hands.
 - Avoiding handshaking, hugs, high-fives, or other physical contact with others.
 - Wear a cloth face covering. (Review attached CDC guidance packet on proper procedures.)
 - Avoid traveling if you are sick.
- Consultants must report any safety and health concerns to your Human Resources Business Partner. Kforce takes these reports seriously and will not retaliate against consultants making reports in good faith.
- If you have any concerns while traveling, contact the nearest U.S. embassy or consulate, or contact the Department of State call center for assistance at 1-888-407-4747, or from overseas at +1 202-501-4444.

By your signature below, you acknowledge that you have been provided a copy of this notice and applicable resources and understand and agree to follow safety protocols and country-specific travel guidelines and restrictions. Contact your Human Resources Business Partner with questions about international travel during the COVID-19 pandemic. Failure to follow client or Kforce safety measures may result in disciplinary action, up to and including termination of employment. Your signature below does not set terms or conditions of employment or create an employment contract.

Consultant Signature

Print Name: Andrew B. Sharp

Date: _____

HEALTH ALERT: Coronavirus Disease 2019 (COVID-19)

You have traveled internationally and are at higher risk.

COVID-19 is a respiratory illness that can spread from person to person.

Stay Home

- Stay home for the next 14 days, monitor your health, and practice social distancing.
- Take your temperature with a thermometer two times a day and watch for symptoms.
- Avoid contact with others. Do not go to work or school.
- Keep your distance from others (about 6 feet or 2 meters).

If you feel sick and have symptoms:

- Stay home. Avoid contact with others.
- You might have COVID-19; most people are able to recover at home without medical care.
- If you have trouble breathing or are worried about your symptoms, call or text a healthcare provider. Tell them about your recent travel and your symptoms.
- Call ahead before you go to a doctor's office or emergency room.

Symptoms

Illnesses have ranged from mild symptoms to severe illness and death. Symptoms may appear 2–14 days after exposure.

Symptoms can include:



Fever



Cough

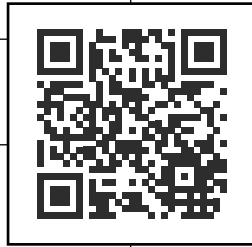


Trouble breathing

Visit the website for more information on monitoring your health and how to contact local public health officials. Visit: www.cdc.gov/COVIDtravel



Open your cell phone camera and **scan this code** for information on COVID-19, areas affected, and how to monitor your health after travel.



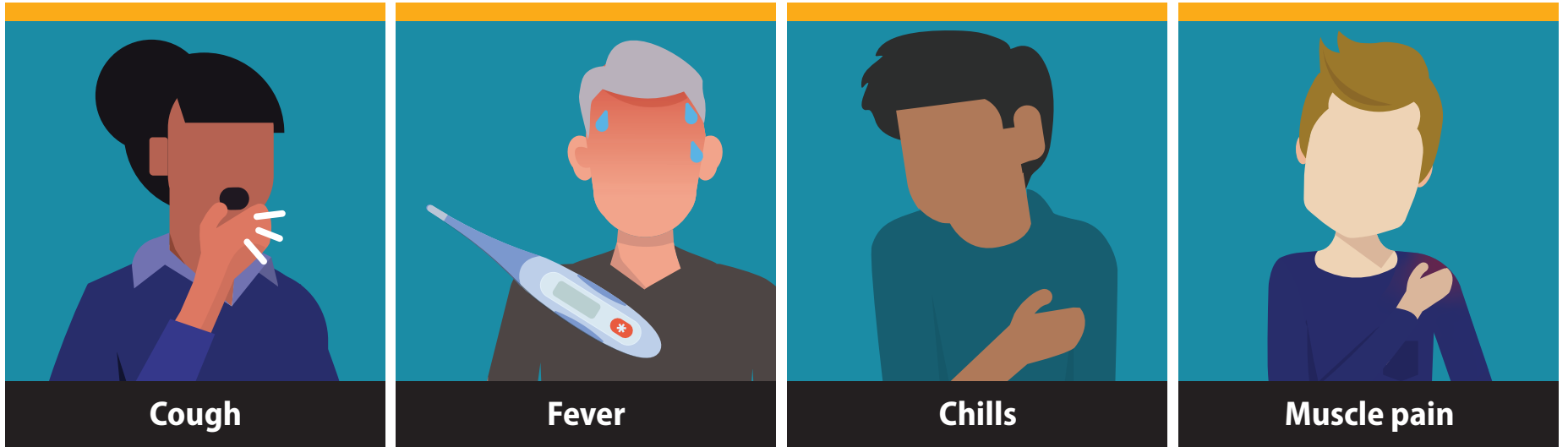
العربية | 中文 | فارسی | Français | हिंदी | Italiano | 日本語

한국어 | Melayu | Português | Русский | Español | ไทย

www.cdc.gov/COVIDtravel

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



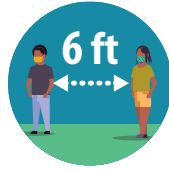
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.



How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.



N95 respirator



Cloth covering

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don't share it with anyone else unless it's washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

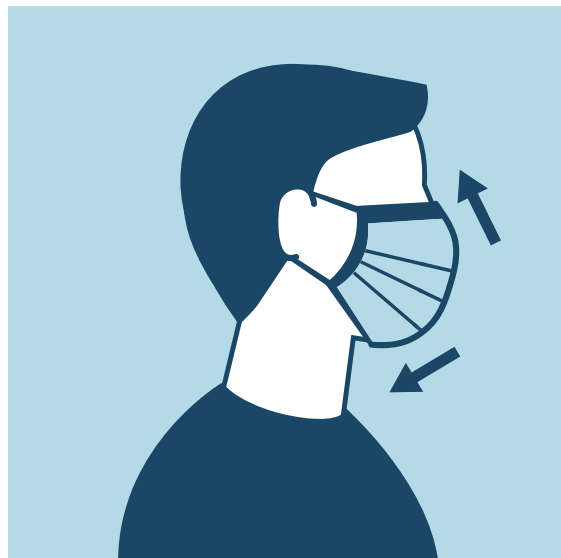
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

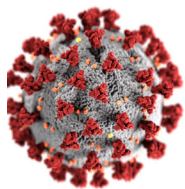
A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

