



Dear Client,

As a valued client and partner of Allegiance Staffing, we wanted to take this opportunity to apprise you of our efforts with respect to the novel coronavirus, COVID-19.

Our associates' safety and well-being is paramount to us, as is the safety and well-being of your employees. Therefore, we have advised our associates about how to take care of themselves, protect others, and monitor the latest developments. Per the [U.S. Centers for Disease Control and Prevention](#), we have informed our employees that they should

- Avoid close contact with people who are sick
- Avoid touching their eyes, nose, and mouth
- Stay home when they are sick
- Cover and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Follow CDC's recommendations for using a face mask
- Wash their hands often

We also have encouraged our associates to keep up-to date on developments by visiting the [About Coronavirus Disease 2019](#) and [CDC's Frequently Asked Question and Answers](#) webpages.

We trust that you are advising your employees similarly and that you will apply the same safety policies and procedures to Allegiance Staffing's associates that apply to your own employees.

Throughout this pandemic Allegiance Staffing will still be following [HHS HIPAA Privacy Rule](#) and the detail of each provision can be found [here to review](#) to protect both of our entities from any violations.

In addition, we have presented our contingency plan to our teams to ensure services are not interrupted to our clients and our technology advances affords our team the ability to work remotely.

Note that we stand ready to you in navigating this public health challenge and furthering the well-being of all employees

Should you wish to discuss this issue or have any questions, please let us know.

Thank You

Allegiance Staffing