



Dear Client Partners,

Like so many of you, we have spent the last several days and weeks learning about the Coronavirus (COVID-19) and how it is impacting our world. For Tempstar Staffing, this means understanding how it affects our employees, client partners and communities, and then making the necessary adjustments to our work and operations.

Governor Wolf has mandated a statewide shutdown of all non-essential businesses in the state of PA. Tempstar Staffing provides an essential service, dedicated to supplying the clients in our local communities with the crucial employees needed to maintain their operations. Many of these businesses are manufacturers and suppliers of products that are either vital in situations like these, or are currently in high demand due to unprecedented demand caused by the outbreak.

We have one simple objective that guides us: keeping you and our employees safe. This has been at the center of our conversations every step of the way. With that in mind, Tempstar Staffing will continue to operate on a normal schedule, but to mitigate the potential spreading of the virus by our employees, we have implemented the following guidelines and procedures. In addition, we will continue to monitor local, state, and federal agencies and modify our actions as necessary.

What is Tempstar doing during this COVID-19 outbreak to keep our clients and employees safe?

- All visitors to Tempstar Staffing offices and employees being placed on assignment will be screened via an established questionnaire for any potential exposure and/or symptoms attributed to the Coronavirus.
- We are limiting the number of applicants/employees in our lobby/offices at any given time. Our office doors will remain locked during the day and visitors will be seen by appointment only.
- While we encourage all of our employees to enroll in direct deposit, we understand that this is not feasible for some. For those employees that require a physical paycheck, Tempstar Staffing will make arrangements to assure that employees can receive their paychecks on time and with as little physical interaction as possible.
- We are instructing employees to stay home if they are showing signs of illness, such as a fever, difficulty breathing or cough.
- All employees must wash their hands upon entering the building and routinely throughout the day. In addition, hand sanitizer is available in each of our offices, and we are encouraging frequent use by applicants and employees.
- We've increased our cleaning and sanitizing efforts in our offices by disinfecting all surfaces and door handles routinely throughout the day.
- Signage is posted throughout our offices to reinforce behavior that employees can take to reduce the risk of contact with the virus.
- Our team is developing contingency operational and staffing plans to minimize potential disruption in services as the situation warrants.

As always, we are here to support you and are working hard to ensure our Tempstar Staffing team members can continue to provide you with uninterrupted, dependable service. We appreciate your patience, understanding and support as our team navigates what is truly new ground for all of us.

Best Wishes,

Tempstar Staffing

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