



COVID-19

Work standards and health and safety measures for temporary employees* at their place of work in a recruiting company

Updated: July 2021

Dear employees,

Your health and safety are important to us. As the governments of Germany and Switzerland gradually begin to relax the coronavirus lockdown restrictions and want to make it safe for workers to return to work, we would like to remind you of the following measures, the purpose of which is to minimize the risk of infection for you and others when you return to work or start working at your recruiting company.

Please comply with the instructions and guidance that apply in the recruiting company. They should be communicated to you by your contact person there.

Please also observe the following rules when returning to work or starting work at your recruiting company:

	<p>Maximum occupancy limits in the office must be adhered to. This is the only way to comply with the social distancing rules. Please only work from the office at the times agreed with your contact person at the recruiting company and only work at the workstation assigned to you.</p>
	<p>Avoid public transport if possible and travel to work on foot or by bicycle or car. If you are dependent on public transport or carpooling, please ensure that you adhere to social distancing and wear a face mask.</p>
	<p>Avoid elevators. Take the stairs in the office building wherever possible and be sure to take the next lift if you cannot avoid using it but the lift is too full to comply with the social distancing rules.</p>
	<p>Wash your hands often with soap and water for at least 20 seconds – especially after blowing your nose, sneezing or coughing. If necessary, use an alcohol-based hand sanitizer. Whenever possible, avoid touching your mouth, nose or eyes with unwashed hands.</p>
	<p>Sneeze or cough into your elbow or into a tissue, then immediately throw the tissue in a covered trash can.</p>

* Any gender-specific terms are used only for simplicity and include male and female persons as well as gender non-binary persons

	<p>Keep your distance from others and do not greet people with a handshake or a hug! The minimum social distancing of 1.5 meters must be maintained at all times. If this is not possible, you are requested to wear a mouth-nose mask even in the office.</p>
	<p>The recruiting company decides on the necessity of wearing face masks based on the risk at the workplace. In principle, every person in publicly accessible indoor areas of facilities and companies must wear a face mask. In addition, a mask should be worn in certain risk situations, such as:</p> <ul style="list-style-type: none"> - Close contact situation (minimum distance less than 1.5 m) - Prolonged contact situation - Places with many people in the room - Poorly ventilated rooms <p>If the wearing of masks is compulsory in your region, please wear one.</p>
	<p>Wherever technically possible, please open the window to air all shared areas regularly, several times a day (every hour for 5-10 minutes with draught is recommended).</p>
	<p>Keep your workstation clean and tidy and clean the surfaces of all equipment before and after using it in accordance with the instructions of your recruiting company.</p>
	<p>Wherever possible, make all arrangements by phone or e-mail, or in line with the guidance from your recruiting company. Unavoidable meetings should be held in well-ventilated rooms with the fewest possible participants and observing the social distancing rules.</p>
	<p>Thank you for your support in these challenging times!</p>
	<p>Stay safe!</p>

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In addition to the rules described above, please also note the following:

	<p><u>Stay away from your workplace if</u></p> <ul style="list-style-type: none">• you have tested positive for Covid-19 or have been in contact with someone who has tested positive or is displaying Covid-19 symptoms and you are still in the quarantine period;• you have a fever or other typical Covid-19 symptoms or you feel sick or unwell.
	<ul style="list-style-type: none">• <u>Contact your recruiting company and your contact person at Robert Half immediately</u> if you are an unvaccinated or from Covid-19 unrecovered pregnant woman;• if you cannot be vaccinated against Covid-19 for medical reasons, with certain advanced chronic illnesses. <p>Please claim your especially high risk by a personal statement and provide Robert Half with a medical certificate.</p> <p>Please note: if particularly vulnerable persons are fully vaccinated or recovered, they are no longer considered particularly vulnerable. Fully vaccinated means a person has received both vaccination doses and 14 days have passed since the second vaccination.</p>
	<p><u>Please inform your contact at Robert Half and in your recruiting company immediately</u></p> <ul style="list-style-type: none">• if you cannot go to your workplace for one of the reasons mentioned above;• if the hygiene measures and rules in force in the recruiting company do not meet the legal requirements and/or make it impossible for you to comply with the measures described above.

Further information and guidelines:

Please stay informed of the regular changes in government guidelines. You can also find further information here:

- Switzerland: Federal Office of Public Health FOPH
<https://www.bag.admin.ch/bag/en/home.html>
- Further general FAQs on Covid-19 can be found on the Robert Half website
<https://www.roberthalf.ch/en/jobseekers/faq/covid-19>

Please don't hesitate to get in touch with your contact at Robert Half if you have any further questions.

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