

March 19, 2020

Dear Elwood Staffing Client:

We are amid one of the most unprecedented times in history. As I am sure you are aware, Pennsylvania Governor Tom Wolf ordered all non-life sustaining businesses to cease operations until further notice starting at 8:00 PM on March 19, 2020 in light of the COVID-19 pandemic. Elwood Staffing places the utmost importance upon the safety and well being of both our internal employees as well as the Elwood Staffing temporary associates performing important work for your business. We know that our clients share in this commitment.

Elwood Staffing will comply with the Governor's order with the hope that this aggressive action will result in substantial mitigation of COVID-19 and its spread. That being said, Elwood Staffing still has many clients open for business who are exempt from the Governor's order and working hard to provide life sustaining services and products at a time of critical need in our country. Likewise, Elwood Staffing has thousands of temporary employees who need to continue working to support their families. Despite this temporary challenge, Elwood Staffing and our branch teams stand ready to continue to support your organization's staffing and employment-related needs today and every day.

Effective immediately, Elwood Staffing's physical branch offices in the State of Pennsylvania will be closed until such time as the State permits the offices to reopen. Elwood onsite representatives will continue to operate and report to exempt client facilities. Temporary associates assigned to non-exempt client facilities are in the process of being notified not to report to their work assignments until further notice. If you are an exempt facility and do not have an Elwood onsite representative to help manage the Elwood Staffing contingent workforce, please contact your local Elwood Staffing branch if we can assist by deploying an onsite representative to help onboard new temporary associates as needed, administratively manage the temporary workforce, enter hours worked, receive/fill orders, process payroll and the like.

I assure you that Elwood Staffing has the operational and technology-related infrastructure, security, bandwidth and support to facilitate allowing our internal branch teams to work remotely or from our exempt client worksites. Elwood Staffing is in the process of activating emergency remote work policies to our internal teams in Pennsylvania. Elwood Staffing branch teams will continue to be available by telephone, email and text message. Elwood Staffing will continue to process payroll, recruit, screen candidates, field client and associate questions and continue to fill our client's orders.

With Elwood Staffing branches closed until further notice by way of the Governor's order, Elwood Staffing will not be able to conduct preemployment drug screens. As such, preemployment drug testing is being temporarily suspended. Along these same lines, most court systems across the country have suspended access to criminal background information such that background check vendors are unable to provide post-offer criminal background results at this time. Elwood Staffing will continue to ask employees to self-disclose and will take adverse action if and when discrepancies are revealed once the criminal background report is received.

Please let us know how Elwood Staffing can help support your organization during this COVID-19 crisis. While this is a time of much uncertainty with rapid change occurring nearly hourly, Elwood Staffing remains open for business. Please feel free to contact your local Elwood Staffing branch with any questions or concerns.

Sincerely,

Mark S. Elwood
Chairman and Chief Executive Officer