



Simply Placed Employee and Client Health and Safety Procedures

Overview

At Simply Placed, the health and safety of our clients and our employees is our top priority. As such, we have developed the following protocols and procedures to follow during the Covid-19 period. While we feel these procedures create a safe environment for our work to continue, we encourage our clients to communicate any requests or concerns they may have, and we will do our best to address and accommodate them.

Our Employees will...

- Closely monitor their own health and well-being, including taking their temperature prior to any in-person client or co-worker contact. Should any of our employees feel ill or unwell in any way, they will immediately inform Simply Placed management. Simply Placed will communicate with the clients of that employee to either reschedule all appointments to a later date or to assign a different Simply Placed consultant to upcoming appointments (to be determined by the client).
- Immediately inform Simply Placed management if they have any reason to believe they may have been exposed to Covid-19. In this case, the employee who believes they may have been exposed will not see clients for a minimum of 14 days from possible exposure, regardless of how they feel. Simply Placed will communicate with the clients of that employee to either reschedule all appointments to a later date or to assign a different Simply Placed consultant to upcoming appointments (to be determined by the client).
- Prior to entering any client's work area or property, sanitize any equipment or supplies being brought to that appointment.
- Wash and disinfect hands thoroughly before beginning an appointment, approximately every 30 minutes during an appointment, and at the end of an appointment.
- Wear a mask to and during all appointments, properly covering their mouth and nose.
- Have gloves available to wear, at client's request.
- Maintain social distancing of a minimum of six feet at all times. Should it be necessary to breach the six-foot distance, it will only be done so with the verbal agreement of both the client AND the employee.
- Do their best to limit the surfaces they touch during appointments (see client section below for more details).
- Communicate closely with clients before, during and after appointments about any health or safety concerns.



Our Clients will...

- Closely monitor their own health and well-being. Should any client feel ill or unwell in any way, they will immediately contact Simply Placed to reschedule their appointment with no fees or penalties.
- Immediately inform Simply Placed if they have any reason to believe they may have been exposed to Covid-19. All appointments will be rescheduled a minimum of 14 days later with no fees or penalties.
- If they are comfortable doing so, we ask that clients wear a mask during appointments for their own safety as well as that of the Simply Placed consultant.
- Thoroughly wash and disinfect hands at the beginning, during and after all appointments.
- Maintain social distancing of a minimum of six feet at all times. Should it be necessary to breach the six-foot distance, it will only be done so with the verbal agreement of both the client AND the employee.
- To the extent possible, open all surfaces to be touched during an appointment to limit the amount of contact needed by the Simply Placed consultant. This includes doors, cupboards, drawers, filing cabinets, etc.
- To the extent possible, disinfect any surfaces, handles, or items that may be the focus of an appointment immediately prior to the appointment.
- Communicate closely with Simply Placed before, during and after appointments about any health or safety concerns.