

Hire Up Sick Policy

**Please be mindful of any on-site sick policies at the employer where you're working, as they may be different than below:*

► ARE YOU EXPERIENCING SYMPTOMS? THESE ARE THE ONES TO BE MINDFUL OF:

- Fever or chills
- Cough
- Diarrhea
- Fatigue
- Congestion/Runny nose
- Nausea/Vomiting
- Shortness of breath
- Difficulty breathing
- Muscle or body aches
- Headache
- New loss of taste/smell
- Sore throat

If you exhibit any of the above symptoms, please stay home and get better. Notify your location, Hire Up Staffing office, AND your on-site manager at the worksite where you're working. When you are symptom-free for 24 hours, we look forward to having you back at your job! Should you need to miss more than 1 day, please notify us/your on-site manager each day.

► YOU KNOW YOUR PERSONAL MEDICAL CONDITION, COULD THESE SYMPTOMS BE SOMETHING ELSE?

Some people get seasonal allergies, have asthma or other illnesses that could have one of the above symptoms. If so, you don't need to call in sick if you'd like to come into work with symptoms that are related to pre-existing conditions that are not Covid-19 or any other contagious type illnesses. Please obtain a note from your healthcare provider explaining your situation and we'll keep it on file for you to clear you to continue to work with these symptoms that are related to your confidential pre-existing condition.

Please do not discuss your personal medical unrelated to Covid 19 with anyone, including Hire Up. A simple healthcare provider's note clearing the symptom from the list, without a reason for the clearance, will suffice.

► DO YOU THINK THAT YOU NEED TO TEST WHEN MISSING 1 OR 2 DAYS OF WORK WHEN ILL?

Not according to our policy, however, please confirm the sick policy of your current worksite or ask a Hire Up representative what the current on-site sick policy is where you're working. With the Hire Up policy, you can elect to wait to test to see if your symptoms are short term or go away. You may return to work when you've been symptom free for 24 hours or more.

► CALLING OUT SICK SEVERAL DAYS?

If you miss 3 or more days due to your illness, please see a healthcare provider and obtain a note clearing you to return to work. Hire Up does not require a PCR Covid test for sick days and it's only suggested to complete a PCR Covid test if your healthcare provider is recommending one OR your worksite requires one to return after reporting specific symptoms when calling out sick.

AT HOME COVID TESTS ARE NOT ACCEPTED. Covid tests must be administered by a 3rd party clinic and must not be rapid tests. Hire Up only accepts clinic administered PCR tests as valid Covid results.

► ARE YOU UNVACCINATED AND YOU THINK THAT YOU WERE 'EXPOSED' TO SOMEONE WITH COVID 19 IN THE LAST 10 DAYS?

Call our HR department to get specific instructions on what to do, as each 'exposure' situation is different. Typically exposure means that you have not been fully vaccinated for Covid-19 and were in close contact (less than 6 feet for more than 15 minutes) with someone who reported to you that they tested positive.

► HIRE UP SICK POLICY

You accrue .033 hours of sick time for every 1 hour worked, up to 24 hours. This time is called Paid Sick Leave (referred to as "PSL") and it can be used after you have been employed with Hire Up for at least 90 calendar days. If you don't have any accrued PSL time OR you haven't been employed with Hire Up at least 90 days or more, unfortunately any time missed is unpaid.

Please be prepared that even with a positive PCR test or having been exposed to someone recently with a positive PCR test, your worksite employer may still require you to come into work as long as you're symptom-free or if your symptoms are mild.

Each employer is different and depending on if the employer is short staffed as well as the applicable industry rules that apply, they may still ask you to come into work with extra precautions. So keep this in mind that even when pending the results of a PCR test or monitoring symptoms to see if they develop after being exposed, you should make sure that it's clear for you to stay home. Your employer/worksites may opt to still have you come into work and Hire Up will help communicate the rules in coming into the workplace should your worksite prefer this while you're waiting on a PCR test result or while you're monitoring symptoms from being exposed.

***This follows recent guidelines from the CDC regarding Covid-19.*