

Guidance on COVID-19

Update to Our Employees, Contractors, Candidates, and Clients

As a valued member of the Beacon Hill Staffing Group community, your health and well-being are important to us. We also feel, as industry leaders, that we have an obligation to serve as good stewards of public health through continued monitoring and updates. Beacon Hill is working with our clients and candidates to ensure that all practical precautions are being taken to limit the spread of COVID-19. To that end, on March 12, 2020, Beacon Hill's Executive Committee decided, in the spirit of responsible citizenship and public health, to arrange for as many members of Beacon Hill as possible to work from home. We are grateful to those of our clients and employees who continue to perform essential functions in healthcare settings, pharmaceutical laboratories, in public utilities, and within our nation's government.

As of April 15, 2020, Beacon Hill's policies for limiting the spread of COVID-19 by and within our communities, as described throughout this document, remain in effect until further notice.

Throughout this difficult time, Beacon Hill has been working closely with our clients and contractors to continue employing over 5,000 contractors weekly. We understand that many within the Beacon Hill community have already had their employment status affected by this situation, and many clients are forced to remain closed. We are sincerely disheartened by this, and will continue to seek new and alternative employment options by working creatively with our clients and candidates alike. Our goal is to connect as many clients and contractors as possible, to ensure that businesses remain functional while we help to employ as many people as possible.

As we have reiterated throughout the course of this situation, we are making every effort to protect our collective health and wellbeing. Our thoughts are with all of you who have been affected by this pandemic.

Beacon Hill's business continuity plan remains in effect and has enabled us to continue servicing our internal and contract/temporary employees, our clients, customers, and candidates, while the circumstances of our engagement may have changed. Our Technology, Payroll, HR, Accounting, and all Corporate functions will continue to be operating at full capacity and available to you. Please contact us with any questions.

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Internal Employees

Fully Functional & Flattening the Curve

In the spirit of responsible citizenship and public health, Beacon Hill has arranged for as many members of Beacon Hill as possible to work from home, including all activities surrounding interviews, onboarding, and assignment management. We are leveraging our already highly used Citrix environment to enable the same work experience for our teams at home, including virtual communication and socialization while physically distancing ourselves. In light of the “new normal” work environment, our training team has developed a new series of live and pre-recorded trainings.

Most employees are working remotely, while some essential employees are following a staggered schedule. A key objective, by thinning out our office facilities, staggering schedules for essential on-site personnel, and promoting “physical distancing,” is to do our part to help relieve pressure on our healthcare system. Beacon Hill is utilizing professional cleaning services to deep-clean our offices, a process which is ongoing. We have adapted critical business functions, according to our Business Continuity Plan, as appropriate to ensure uninterrupted support to our constituents.

What to Do If You Are Exposed to COVID-19

If you or a family member is potentially sick ([symptoms](#)) with COVID-19 (or has fever, a dry cough, and is demonstrating symptoms of respiratory infection), please alert our [HR team](#) so we can best support any needs you may have (e.g., medical benefit questions, etc.) and monitor the areas of our organization that have an increased risk to COVID-19 exposure. Your privacy and confidentiality will be maintained. In addition to staying home and working from home if you are able, we ask that you stay at home and refrain from entering any client site or Beacon Hill facility until your physician has cleared you to return to the workplace.

Many health insurance providers are using [telehealth](#) services to help medical facilities effectively manage the COVID-19 pandemic. Telehealth services may allow you to use live video to talk to licensed doctors and providers for minor medical and behavior health care. Please consult your provider to utilize telehealth services as needed.

When to Seek Medical Attention:

If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, or emergency symptoms such as trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, bluish lips or face, call your healthcare provider for medical advice. [Source: CDC](#)

Contractors or Temporary Employees

Stay Home & Contact Us If Exposed to COVID-19

Together with our clients, Beacon Hill has arranged for as many contractors as possible to work from home. We ask that if you are experiencing any symptoms of COVID-19, you physically distance, contact your physician, alert our [HR team](#), and refrain from entering any client site or Beacon Hill facility until further notice and your physician has cleared you to return to the workplace.

As a result of [ongoing community spread throughout the US](#), unless specific arrangements have been made pertaining to your assignment, if you are experiencing any symptoms of illness, even without a fever and dry cough, and even if you have NOT knowingly been exposed to COVID-19, we still request that you share your symptoms with your physician and self-quarantine, and refrain from entering a client site or Beacon Hill facility, until your physician has cleared you to return to the workplace.

Remote Working Options

If you are quarantined but well enough to work from home, please let your recruiter/staffing consultant know. If your assignment is one that can be performed from home, we will help to get you the resources you need. If your assignment is not one that can be performed from home, we will keep you abreast of the situation with the client, the assignment, and your options.

As many of our clients are being forced to close for the time being, we understand that you may have questions for your recruiter/staffing consultant. Please do not hesitate to reach out directly.

If Your Assignment Has Ended

Unemployment claims should be filed in the state in which you performed work. You will find instructions on [how to file for unemployment](#) in the original document set provided to you during your onboarding with Beacon Hill. If you are unsure of where to file because you have worked in multiple states or live in a different state than the one in which you worked, or have any other questions please contact your staffing consultant or the [Beacon Hill Payroll Department](#). If you were enrolled in benefits through Beacon Hill, they will terminate effective the last day worked and COBRA will then be offered. For coverage questions, please contact our [HR team](#).

FAQs

To learn more, please visit the [Employee FAQs](#) section of our website.

When to Seek Medical Attention:

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Prospective Beacon Hill Candidates for Direct Hire or Contract/Temporary Employment

Guidelines to Gaining Employment During the COVID-19 Pandemic

Beacon Hill is still actively recruiting for new temporary/contract and direct/permanent placement roles. Most of our clients have shifted to majority remote working engagements for the time being.

Since March 12, 2020, all Beacon Hill internal employees have been utilizing phone and videoconference interviews only. In general, we are still able to complete the entire recruiting, selection, onboarding, and assignment management process via remote alternatives.

Until further notice, if you are already registered as a Beacon Hill candidate for direct hire or contract/temporary employment, our policy is as follows:

Remote Hiring Process

Please prepare for a 100% remote hiring process (e.g., videoconference and/or phone interviews; onboarding, etc.) and discuss any concerns with your staffing consultant/recruiter, such as connectivity, dedicated computer access, etc.

Ongoing Physical Distancing Policy

If you or a family member is potentially sick ([symptoms](#)) with COVID-19 (or has fever, a dry cough, and is demonstrating symptoms of respiratory infection), we ask that you refrain from entering any client site or Beacon Hill facility (i.e., [self-quarantine](#)) until your physician has cleared you to return to the workplace. We ask that you refrain from entering any client site or Beacon Hill facility (i.e., physically distance), even if you feel well and are experiencing no symptoms of illness, until further notice, and your physician has informed you that you are not at risk to spread the virus.

Working Together to Flatten the Curve & Provide New Employment

In all cases above, we ask that you alert your recruiter so we can work with you to keep you abreast of what's going on in the marketplace or with any roles that might be appropriate for you, and how your circumstance could affect timing, interviewing, etc. This will also help us monitor the areas of our organization that have an increased risk to COVID-19 exposure. Your privacy and confidentiality will be maintained.

FAQs

To learn more, please visit the [Job Seeker FAQs](#) section of our website.

Customers or Client Companies of Beacon Hill

We continue to employ many essential workers internally, as well as those who are on assignment in our clients' healthcare systems contributing to positive patient outcomes, in laboratories conducting critical research, at public utilities, and within the government working on mission-critical initiatives.

We would like to express our sincere gratitude to those clients, contractors, and the internal employees of Beacon Hill who continue to make these essential work functions possible.

As of this publication, our policy for our **internal employees** (i.e., the account executives, recruiters/staffing consultants, and professionals that service your company); **our consultants, contractors, and temporary employees** (i.e., the professionals who provide consulting and temporary staffing services to your organization); and the **direct hire candidates** we represent (i.e., the candidates we submit to your company for full-time positions) remains as follows:

Safely Continuing Business

In all instances possible, Beacon Hill internal employees and contractors are working remotely, practicing increased hygiene, practicing physical distancing with virtual social connection, and staggering work schedules until further notice.

We are leveraging our already highly used Citrix environment to enable the same experience for our internal teams at home. They continue to work with all of the same processes that are followed in a normal day in the office.

Ongoing Physical Distancing Policy

Any contractor, internal employee, or a family member is potentially sick ([symptoms](#)) with COVID-19 (or has fever, a dry cough, and is demonstrating symptoms of respiratory infection), and even those who may feel well and may not be experiencing symptoms of illness, have been instructed to refrain from entering any client site or Beacon Hill facility (i.e., physically distance), until further notice.

Advising Our Clients on Adapted Workforce Strategies

As your organization is being forced to act swiftly and adjust its workforce plans, we understand that you may have questions for your Beacon Hill consulting team. All individual client inquiries are promptly addressed. To learn more, please visit our [Employer FAQs](#) page on our website.

We are engaging in adaptive workforce planning across our client base. Assignment modifications and supporting resources have been provided to all clients and candidates, as applicable. Remote work agreements, rental hardware, security software, and completely remote assignment management tools are available to be customized to your needs.

Please do not hesitate to reach out directly to address workforce strategy or individual challenges.

Further Guidance

If you have any questions, please contact [Beacon Hill's Human Resources Department](#) or visit the following websites for information and frequently asked questions:

CDC Twitter:

https://twitter.com/CDCgov?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

FDA: <https://www.fda.gov/emergency-preparedness-and-response/mcm-issues/coronavirus-disease-2019-COVID-19>

Find a Health Center: <https://www.findahealthcenter.hrsa.gov/>

Center for Infectious Disease Research and Policy: <http://www.cidrap.umn.edu/>

Johns Hopkins University: <https://systems.jhu.edu/research/public-health/ncov/>

Medline Plus: <https://medlineplus.gov/coronavirusinfections.html>

WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

WHO Twitter:

https://twitter.com/WHO?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

CDC Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

Coronavirus Disease 2019 (COVID-19)

Frequently Asked Questions

Updated April 13, 2020

On This Page	
Coronavirus Disease 2019 Basics	Symptoms & Testing
How COVID-19 Spreads	Higher Risk
How to Protect Yourself	Healthcare Professionals and Health Departments
COVID-19 and Children	COVID-19 and Funerals
School Dismissals and Children	What CDC is Doing
Preparing Your Home and Family for COVID-19	COVID-19 and Animals
In Case of an Outbreak in Your Community	

Other Frequently Asked Questions and Answers About:

Travel	K-12 Schools and Child Care Program Administrators
Pregnant Women and COVID-19	Community events: for administrators and individuals
Water Transmission	Retirement Communities and Independent Living Facilities
Healthcare Professionals	Correctional and Detention Facilities
Healthcare Infection	Event Organizers & Individuals
Laboratory Diagnostic Panels	Cloth Face Coverings
Laboratory Biosafety	
Personal Protective Equipment	

Follow Official Sources for Accurate Information!
Help control the spread of rumors. Visit [FEMA's rumor control page](#).
Beware of fraud schemes related to the novel coronavirus (COVID-19). Visit Office of Inspector General's [COVID-19 fraud alert page](#).