

Subject: Covid-19 Updates from Creative Circle

March 5, 2020

To our Creative Circle freelancers,

As the novel coronavirus illness, COVID-19, situation evolves, the health and well-being of our employees, clients, and freelancers are our top priorities. We at Creative Circle empathize with all communities that are affected by COVID-19 and want to assure you that, as a part of our preparedness, Creative Circle is adhering to guidance from regional/local health authorities, including the [Centers for Disease Control and Prevention](#) (CDC) and [World Health Organization](#) (WHO). We are diligently monitoring this very fluid situation and will continue to provide updates as the situation develops.

Here's what you need to know today about how we are working to keep our employees healthy and workplaces safe:

- Notify us immediately by [submitting this form](#) and do not come to the workplace if you are exhibiting signs, have been subject to potential exposure, have been diagnosed with COVID-19, or have any other reason to believe you were exposed to the virus. You should also phone your healthcare provider right away.
- Notify us immediately by [submitting this form](#) of travel to [CDC Level 3 or Level 2 countries](#) and do not come into the workplace after such travel, before being cleared by the company. As of March 5, 2020, the Level 3 countries are China, Iran, Italy, and South Korea, and the Level 2 country is Japan.
- You may be subject to up to 14 days of restriction from the workplace and may be required to supply a healthcare provider's certificate to return to work.
- Do not come to the workplace if you have any flu symptoms or are otherwise ill. If you have symptoms of acute respiratory illness, you must be 24 hours symptom-free without the aid of medication before returning to work.
- If you are sick, stay home to avoid spreading germs. Please do not return to work until you are free of fever (100.4° F [37.8° C] or greater, using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).
- If you have specific health concerns about coming to a Creative Circle office or client facility, please [submit this form](#), so we can work with you individually.
- You can also visit our [Health and Safety webpage](#) and [review our FAQs](#) for more information on COVID-19, Creative Circle's operations, or to inquire about your specific situation.

Please work with the client to understand and comply with their company's specific policies and procedures surrounding COVID-19.

We are committed to monitor and respond to this situation as it evolves.

Thank you for everything you do on behalf of Creative Circle.

Be well,  
Matt

Matt Riley Chief Operating Officer  
Creative Circle | Digital + Creative Staffing