



## **Amotec Inc. Coronavirus Outbreak Update**

As the Coronavirus outbreak continues to spread in the U.S., Amotec Inc. is focusing on the health and safety of our clients, candidates and employees, both contract and permanent. As a company, we have implemented guidelines for all our offices to follow during this outbreak.

During this time, we expect our employees to follow the below guidelines. We want our clients and candidates to understand the measures being taken for all parties involved. We are stressing the importance of good hygiene and a clean workspace.

Amotec is taking the following preventative measures:

- Recruiters will not be shaking hands with candidates during this time
- All candidates who have recently traveled internationally or have COVID-19 symptoms are being asked to reschedule all in-person interviews
- If an employee is sick they have been told not to come into the office
- We are disinfecting our lobby, interviewing rooms and office spaces multiple times a day
- Hand sanitizer is available in all office lobby, interview rooms and common areas
- We have replaced multi-user office supplies with single-use items
- We have posted guidelines in all offices on safe handwashing procedures

We will continue to keep you updated on all guidelines and policy changes at [www.amotecinc.com](http://www.amotecinc.com).