

## **COVID 19 – FAQ for Temp Candidates**

Please follow the below if any applies to you before or during a temp assignment:

**If you do test positive for Coronavirus** please do not go into work, call your consultant at Attic Recruitment immediately and let them know you have tested positive. The consultant from Attic will be in touch with the client directly and you will then receive further guidance.

**If you think you have been potentially been exposed to someone who has tested positive for Coronavirus**, please contact your consultant at Attic Recruitment immediately and let them know. Further instructions will follow.

**If you are feeling sick or unwell**, please contact Attic Recruitment to let us know as soon as possible. Do not go into work, seek medical attention as soon as you can. If you do test positive for Coronavirus, please follow all the medical advice given and stay at home until you are cleared to return to work. Your consultant at Attic will be in touch with the client to keep them informed.

You may be entitled to statutory sick pay, please contact your consultant at Attic Recruitment who will provide guidance.

**If your temp role is a remote or working from home role**, please note that trust is extremely important. When we place you into a temp booking, we trust that you will always do your best. When working from home it becomes 100x more important. A lot of the time you will be using your own resources, your own computer, your own broadband, your own workspace. We rely on you to let us know that these are all sufficient before we place you within a work from home temp job. Trust equally becomes more important for the client as they can no longer see when you arrive or when you have finished for the day, please keep detailed notes for when you are starting and finishing work and what you have been doing each day for when you submit your timesheet at the end of each week.

**If the offices of the clients where you are temping are closing** please contact Attic recruitment straight away if you have not already been contacted by Attic. Your consultant will work closely with the client to determine if your work can be done remotely. If remote working is not possible for you, your assignment may come to an end. This will be at the client's discretion and we will do our best to find more temp work for you.

**If you are asked to travel for your temp assignment** please do keep monitoring for changes regarding countries with travel notices as they are changing all the time, we are also monitoring these changes as well. If you are comfortable to travel, please follow all the government guidelines set out. If you are uncomfortable with travelling, you are not required to go. Please do let us know if

you have been asked to travel but do not feel comfortable doing so, we will be in contact with the client with your concerns

**If you child's nursery or school has been shut down due to potential exposure to the Coronavirus,** please do let us know. Please explore any alternate childcare options you may have but if nothing is available please let your consultant at Attic Recruitment know and we will contact the client to determine if your work can be done remotely. If your work cannot be done remotely, your assignment may end as this is at the client's discretion.

We are asking all of our candidates to take the protective measures below to prevent possible contraction of COVID 19:

- Wash your hands often with soap and hot water for a minimum of 20 seconds
- Stay home when you are sick
- Avoid touching your eyes, nose, and mouth as much as possible
- Cover you cough or sneeze by sneezing into your elbow or tissue
- Avoid close contact with people are sick
- Clean any frequently touched objects and surfaces
- Wear facemasks when taking any public transport and indoor spaces
- Maintain a 2m social distancing where possible

**If you have any queries at all regarding temping, or anything to do with the Coronavirus please do not hesitate to contact us on 020 7436 9909, we are more than happy to help.**