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1. As an Essential Business, Meador has made a return to work plan that allows for employees who are not able to return to work to continue to work from home. Some of our Essential Business Client companies must maintain on-site assigned temporary workers to complete specific business critical tasks and it is necessary to recruit and process this need for staffing to critical/essential businesses.
2. Meador created a safe work environment for all on-site employees by implementation of the following:
 - o Created physical separation of all workspaces, ensuring that all individuals should remain at least six feet apart to avoid possible transmission while working.
 - o Closed or limited access to communal spaces such as lunchrooms, breakrooms, meeting rooms and other gathering spaces to avoid unnecessary person-to-person exposure.
 - o Expanded cleaning operations by expanding cleaning protocols of all high-touch and high-traffic areas throughout the day and is providing extra hand-sanitizer and cleaning for all office entrants.
 - o Requiring facial coverings (masks) when any employee is not in their personal workspace.
3. Meador notified workers to stay home if sick to minimize exposure to other personnel. Temperature station is located at the front door and all entrants to each office will have their temperature taken and recorded prior to being allowed to work. Screening questions are also provided as well as the CDC guide to follow if someone is sent home to track symptoms and follow established protocols.
4. In March, Meador rolled out a new, expanded paid sick leave (PTO) policy, separate from the FFCRA which includes 80 hours of paid sick leave and the expanded FMLA which provides up to 12 weeks leave.
5. Meador provides sufficient hand sanitizing stations, guidelines for proper hand washing and soap at all hand-washing stations to ensure proper hygiene at the workplace.
6. Meador management met with each employee individually to determine their ability to return to the workplace or whether continued remote work is best for them and their families. This process engaged individuals in the return discussion, thus creating alternate scheduling in some operations.



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7. Meador restricted on-site access, not allowing guests and other visitors to any office or worksite unless business necessary, such as verification of work documents and drug screens. Each visitor will be screened by temperature, questioning and provided a facial covering if they do not have one. Visitors are expected to follow the established and published office safety protocols.

8. Meador discontinued work-related travel and requires reporting of personal travel. If employees travel outside of the region for personal reasons, these trips should be reported to the employer should they pose an increased risk.

9. Meador utilizes video technology to avoid unnecessary exposure to staff, candidates and assigned temporary workers. Video conference meetings will continue as they have for all personnel meetings, client meetings and candidate screening.

10. All offices have created floor markings to determine appropriate social distancing. The number of people allowed in any office may not exceed space allowed for safe distancing.

11. Employees may not have direct contact with others without following all the safety protocols established of masks, gloves if necessary, and social distancing.

12. Account Managers/Sales efforts will be conducted via teleconferencing, zoom, or only by invitation to the client site for conducting critical business matters (emergency with assigned personnel, etc.). At such time as our clients allow visitors, this plan will be updated.

13. A thorough health check program has been implemented and E'Lisa Trevino, HR and Safety Specialist has been designated as the point of contact for any positive tests/screens. E'Lisa is responsible for implementation of any quarantine regime, paid leave, and maintaining confidential records of health checks. E'Lisa may be reached at 713-986-0546 or etrevino@meador.com.

14. Contact tracing will be conducted by E'Lisa Trevino upon confirmation of any positive tests or symptoms that required an employee to be sent home.

15. Meador has established anonymous reporting to maintain a safe work environment for on-site employees to report unsafe practices or violations of protocol during this period. Anonymous reports may be made to Pamela Bratton, VP Contracts & compliance at 512-538-1653.



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