

**COVID-19: WELLNESS CHECK**  
What to do if you are sent home?



OMG is committed to the health and safety of each employee. During the COVID-19 (Coronavirus) crisis, **please stay home** if you are sick, or you have been exposed to anyone, with flu-like symptoms (fever, cough, shortness of breath) or if you believe you may have, or have been exposed to anyone who may have, COVID-19. You will be helping us to prevent the spread of the virus at work, to our families and to our communities.

**PLEASE TAKE ACTION IF YOU ARE FLAGGED AT A WELL CHECK**

If you are flagged at a Well Check, **please leave immediately**. Do not go into/stay inside our facilities. If you need medical assistance, notify the Well Check resource.

If you can make it home safely, report to Human Resources as soon as possible by calling:

- (413) 789-0252 and ask Reception to leave a message at x1236.
- (888) 633-3800 to bypass Reception and leave a message at x1236.

We will return your call as soon as possible.

We will clarify if you need to stay home and for how long.

We will confirm with Payroll your pay for completing the well check.

**WHEN IN DOUBT – STAY OUT**

**If you believe you have COVID-19, or you have been exposed or in close contact with a person who has been exposed to COVID-19, stay home and call.**