

COVID-19: IMPORTANT REMINDERS

Employee Expectations



OMG continues to be committed to keeping our community as safe and healthy as possible, and to support our employees to ensure our business can operate during this unprecedented and unpredictable COVID-19 pandemic. Our policies and protocols are aligned with the recommendations from the U.S. Center for Disease Control (CDC), and are designed to ensure that we have the best practices in place to minimize the potential for the spread of the virus.

Compliance with our policies is *especially* important as our COVID-19 procedures are only effective at reducing risks when all employees follow all protocols. This memo is to address several areas where we as a company can improve our procedures and clarify and reinforce our expectations.

Well Check Questions

Please read and understand each question and answer truthfully. We believe we can avoid a great deal of risk and exposure to the virus in our workplace if *every* employee answers thoughtfully and adheres to the Well Check questions and process. We need your commitment and focus to this process every day to ensure the safety of our community. If you don't understand a question, please ask for clarification- do not breeze through the process. The questions are also attached here.

Symptoms Reminder

As an important reminder: If you have any symptoms of COVID-19, or have been exposed to anyone with symptoms, or have been exposed to someone who is positive or suspected positive for COVID-19, or if someone is quarantining within your home, or you have *any* other reason to think you are at risk- **DO NOT COME TO WORK.** Call (888) 633-3800 x1236 and leave a voicemail.

COVID-19 Testing

The CDC guidelines indicate that a person exposed to someone having, or suspected of having, COVID-19 should quarantine for 14 days. This is based on studies that show symptoms take between 2 – 14 days to develop. The CDC does not advocate testing as a means to decrease or eliminate quarantining because the test would only be valid on the date it was administered, i.e. if you obtain a test on day 4 after your exposure and it comes back negative, you still have 10 days remaining where symptoms could develop and you could expose others to the virus. If you have obtained a test for any reason – **DO NOT COME TO WORK.** This includes any test status: pending result, negative result, or positive result. Call (888) 633-3800 x 1236 and leave a voicemail.

COVID-19 Increased Rates

The case rates in the U.S. have been increasing for several weeks now, which is being attributed to several factors, including *COVID-19 Fatigue*, which refers to the fact that some people have grown tired of restrictions on their movements and might be taking more risks than they did in the spring. In addition, the cooler weather has led many of us to gather indoors, where the virus is more transmittable. Lastly, some local governments have eased restrictions on businesses and requirements to wear masks. This results in situations where people are in close proximity without masks, placing them at higher risk, i.e. indoor dining, bars, etc. To reiterate, masks are required at OMG unless you are in a closed office by yourself. There are no exceptions.

We need each and every employee to continue to remain diligent in their efforts not only at work, but at home and on their own time. The decisions you make *outside* of work directly impact your friends, family, and our workplace. Please continue to make safe and conservative decisions and follow our Well Check process completely. When in doubt – STAY OUT.