

COVID-19 OMG Web Page
Frequently Asked Questions
UPDATED OCT 9, 2020

What factors would place an employee 'at risk' for the purposes of coming to work?

Employees are considered to be 'at risk' if:

- They have had any symptoms in the past 14 days related to COVID-19, including **fever, chills, coughing, shortness of breath or difficulty breathing, muscle or body aches, headache, sore throat, or new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.**
- They have had close contact with someone diagnosed with COVID-19 or with someone having any of the above listed symptoms in the past 14 days.
- They have visited an area in the past 14 days where there has been a significant outbreak of COVID-19. This includes international travel, travel by cruise, and any State identified as high risk due to Covid outbreak by the Harvard Global Health Institute (HGHI) and identified with the color orange or red, which can be found at the following link: <https://globalepidemics.org/key-metrics-for-covid-suppression/>
- For our Massachusetts location: An employee would also be considered at risk for travel outside of Massachusetts in the past 14 days to a state that is not exempt from quarantine requirements. This list can be found at the following link: <https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states->
- If anyone in their household was currently under quarantine because of COVID-19.

If any of the above applies to you **DO NOT COME TO WORK**. Instead call Nicole Clemente at x1236 and leave a voicemail with your name and phone number.

When in doubt – Stay out!

How much information can we request from an employee who calls in sick in order to protect the rest of our workforce during the COVID-19 pandemic?

During a pandemic, employers like OMG who are required to comply with the Americans with Disabilities Act (ADA) may ask employees if they are experiencing symptoms of the pandemic virus. For COVID-19, these symptoms include but are not limited to fever (100.4 degrees or higher), cough, difficulty breathing, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. We will maintain information about employee illness as a confidential medical record.

What will OMG do if an employee is diagnosed with COVID-19?

1. For the employee, we will focus first on how we can help them recover from the illness. We will make ourselves available to answer questions on available benefits, including medical insurance and, if applicable, disability insurance and leaves of absence.
2. For the employee's co-workers, we will immediately determine if a shut down of the zone is necessary to disinfect. Employees will be paid for any time missed for the purposes of disinfecting. The

zone will be disinfected regardless, but our experience has been that this already has been completed by the time we learn of a positive test result.

3. While HIPAA rules prevent us from disclosing the name of the employee who has tested positive, we can share that an individual in the zone has tested positive for COVID-19. We appreciate everyone's support in not stigmatizing those who may test positive. It would not be anyone's choice to get sick or place others at risk.

What will we do if an employee reports COVID-19 symptoms but has not been tested?

1. For the employee, we will focus first on how we can help them recover. We will use a series of questions tied to the risks associated with COVID-19 to determine whether the employee needs to self-isolate.

2. For the employee's co-workers, we will determine whether an additional disinfecting of the work area is warranted as a precautionary measure. Please keep in mind that the common surfaces of most areas in our facilities are being cleaned and disinfected at least once per day. We also are completing deep cleans weekly.

When can employees return to work after being diagnosed with COVID-19 (by positive test result)?

Employees who test positive for COVID-19 must meet all criteria set out by the United States Center for Disease Control and Prevention (CDC) and be cleared to return by their medical care provider. Those employees who are asked to self-isolate, but do not test positive, must meet all criteria set out by the CDC and complete our return to work acknowledgement.

How do I request time off tied to COVID-19?

We have a special [TIME OFF REQUEST \(TOR\)](#) form for this purpose. It is available at www.omginc.com/covid19 and from Human Resources. You need to indicate whether you want to take the time off as paid or unpaid. We have made 15 days of unpaid time available to all employees for COVID-19 purposes. Employees who use available PAID TIME OFF (PTO) will be credited with one unpaid day to take later in the year for each PTO day used for COVID-19 purposes.

Can employees use the COVID-19 unpaid time off, or available PAID TIME OFF (PTO), because their children's schools are closed?

Yes. Please use the special [TIME OFF REQUEST \(TOR\)](#) form for this purpose. It is available at www.omginc.com/covid19.

Are employees required to use unpaid time or paid time off if they qualify to work from home?

No, if the employee is working. That said, we still ask that employees, even if working from home, to report immediately if they experience symptoms of COVID-19; and/or have contact with a confirmed or potential case of COVID-19 (or have an immediate family member, household member or person with whom they have been in close contact with the same risk).

If an employee has a special health condition, can they request to stay home from work?

If an employee has a special health condition (for example, a low immunity or higher risk for complications, or household member with the same conditions), they can request to stay home from

work. Please use the special [TIME OFF REQUEST \(TOR\)](#) form for this purpose. It is available at www.omginc.com/covid19. As we return employees back to work, we may require documentation of an employee's or family members serious health condition in order to continue medical leaves.

How can we support employees who are anxious about being in the workplace during the COVID-19 outbreak?

Employees who are unable to work remotely, and are anxious about remaining in the workplace, may take available paid time off or take our COVID-19 unpaid time. Please use the special [TIME OFF REQUEST \(TOR\)](#) form for this purpose. We also have videos loaded onto our COVID website on managing anxiety. Employees can use our free Employee Assistance Program (EAP) provided through LifeWorks for support. Employees also can seek counseling – one option for tele-counseling can be found on the COVID-19 website.

Is the company aware that the employees who worked furlough days may have missed an opportunity to collect the \$600 federal benefit from unemployment?

We furloughed employees because demand was low, and we were hoping to achieve a cost savings that would help us to manage our operating expenses. We did not consider whether employees furloughed might benefit by becoming eligible for the additional \$600 federal subsidy. For the 60+ employees who worked the furlough days, we certainly did not intend for the schedule to be unfair. Our goal was to get work done in critical areas, while adjusting cost in the other areas. We thank all those who worked these days for helping us through this difficult time.