

COVID-19: FACE COVERINGS FAQs (Non-Fogging*)



Below are answers to some frequently asked questions we have received in response to the new face covering requirement. *This does not address the many questions we've gotten about fogging. We've created a separate communication tied to fogging with suggestions we hope will help. Please reach out to EHS (Matt, Chris or Tim) with any additional questions or concerns.

1. If I wear a face covering which ties around my head, is it ok to hang around my neck when I am eating or drinking?

Answer: Yes, but please take care not to touch the front of the face covering and ensure that you maintain social distancing when possible and use proper hand hygiene before and after putting your face covering on or taking it off.

2. What will happen if I come to work without a face covering?

Answer: Our hope is that all employees will support the measures we are putting in place to follow best practices from the CDC and to provide a safe work environment. If you forget your mask, we will provide you with a disposable surgical mask as a replacement. If a pattern develops of you forgetting to use a face covering or you intentionally disregard this requirement, you may be subject to disciplinary action.

3. What if I have trouble breathing as a result of wearing a face covering?

Answer: Always and immediately take action to ensure proper air flow and then notify a co-worker or your supervisor. This may require moving to a place where you can temporarily remove the face covering and/or sit down if you feel faint. Please follow up with EHS after you have recovered to discuss options that will not impact your breathing.

4. Can I wear a personal face covering instead of the disposable surgical masks provided at work?

Answer: Yes, you have the option of wearing your own face covering as long as it complies with the guidelines we have set for face covering use at work and you follow these best practices when using your personal face covering. Keep in mind cloth face coverings should be laundered daily.

If you decide to use a personal face covering instead of our disposable surgical masks on an ongoing basis, we will not provide you with the daily ration of two disposable masks at the end of the workday. We still have a short supply of masks and will reserve these for employees who require masks from us until supply is not an issue. We appreciate your understanding.

5. What qualifies as an 'open office area'?

Answer: An open office area is an area where employees work in cubicles or at workstations in a space shared by others. Examples at OMG include the front office areas in Agawam, Addison, Charlotte and Rockford, and the customer service area in Asheville, but we have others.

6. If I work alone in a private office space, do I need to wear a face covering?

Answer: If you work alone in a private office, you must wear a face covering in all common areas, including open office areas and when you have visitors to your office. You should only remove your

face covering from your nose and mouth if your private office door is closed and you are alone. In this event, remember not to place the face covering on a work surface.

7. If all the employees around me are always 6 feet away, do I still need to wear a face covering?

Answer: Many employees understandably are concerned about the potential spread of Coronavirus at work. We are doing everything we can to ensure that we alleviate these concerns and offer a safe work environment. Because it is impossible for employees not to come within 6 feet of others at some point during the workday, even if infrequent, we are asking that all employees follow the guidelines we have set in place tied to face coverings.

8. How do I manage drinking a beverage, like coffee or water, on the floor with a face covering?

Answer: Yes. Ensure you are 6 feet from others, clean your hands before and after touching the face covering, and remove the face covering temporarily using our best practices to drink the beverage (remember this includes not placing the covering on a work surface).

9. The disposable surgical masks being provided by work hurt my ears and don't fit properly. What should I do?

Answer: We completely understand this issue. Keep in mind there are other options available for personal face coverings, including bandanas, buffs and cloth masks. If you need help identifying an option that might be better for you, please reach out to EHS. As long as the option you select complies with our guidelines and CDC best practices, we are open to alternatives.

10. Are All OMG facilities being required to wear masks?

Answer: Yes, employees at all our facilities are being required to wear masks in keeping with CDC best practices and our guidelines. We recognize that not all of the states in which we operate have the same COVID-19 threat level, but this is a best practice recommended nationwide by the CDC.

11. Are gloves being required in addition to face coverings?

Answer: At the present time, the CDC is not recommending glove use across the board as a means of limiting the spread of Coronavirus. For this reason, we are not requiring that gloves be worn as a part of our COVID-19 safety protocol. Obviously, this could change as we continue to monitor CDC best practice updates. Employees are welcome to wear personal gloves as long as it does not impact their ability to safely perform their jobs. In addition, certain job tasks at OMG require the use of gloves. If you are wearing gloves because it is required or you choose to bring your own, please use these in keeping with our guidelines on glove use.

12. Can I give masks to visitors, including contractors?

Answer: All visitors, including contractors, must wear a face covering at our locations. We have advised contractors to use their own. Visitors still are being required to follow our intake process and we will advise them in advance of their visit to use their own as well. If there is an emergency and a visitor needs a mask, please provide them with a disposable surgical mask. We certainly want to keep our people as safe as possible. Keep in mind that we still are limiting access to our locations to urgent business visitors only. All visitors must be approved by Hubert or a member of his direct report team.