



## High-Risk Status of Family Members Based on Age Only

### Announcing New Online System for OMS Approval Requests

If you have an employee inquiring about a **family member's high-risk status based on age only**, please direct them to submit their request for approval to Occupational Medical Services (OMS) in the Office of Human Resources by following the link below:

<https://eportal.montgomerycountymd.gov/goto/Covid19HighRisk>

The employee will be asked to provide OMS with documentation to prove their family member's age and shared place of residence. Once approved, OMS will give the employee a Health Status Report (HSR), which the employee should share with their supervisor.

**Note: This is not a new policy but an online automation to the request process.**

A paper form is also [available here](#). The paper form should **only be used by employees who do not have access to submit their request online**. Employees who lack online access should submit the hard copy form along with documentation showing proof of the family member's age and residence (e.g., driver's license, birth certificate, doctor's note, current mail) to OMS via email at [OMSTeam@montgomerycountymd.gov](mailto:OMSTeam@montgomerycountymd.gov) or via fax at 240-777-5186.

Reminders:

- The online system and corresponding paper form referenced in this email should be used to request OMS approval of a family member's high-risk status **based on age only**.
- Information on how to request OMS approval of a high-risk condition in other scenarios can be found on OHR's Coronavirus News webpage: <https://www.montgomerycountymd.gov/employeenewscovid19>
- Employees who are at high risk or live with someone who is at high risk for severe illness from COVID-19 according to the latest CDC guidelines may telework with supervisory approval. If the employee's position is not eligible for telework, the employee should be placed on Administrative Leave with OMS approval of a high-risk condition. **Important:** OMS cannot answer questions related to leave.