



Important Policy Change to At-Risk Employees and Employees Who Reside with At-Risk Family Members



The following policy change has been made to protect employees who are at high risk based on CDC guidelines. The changes apply to pay period beginning March 29, 2020:

Any employee who is considered high-risk, or who resides with a family member who is considered high-risk, shall be provided the ability to telework. If work is not available for the employee to telework, the employee will be provided COVID-19 **administrative leave** until a healthcare provider documents that it is safe for the employee to return to the workplace.

Please note:

- For details on the CDC definition of at-risk populations, click [here](#).
- At-risk employees (and employees with at-risk family members) will still need to provide OMS with supporting documentation. If supporting documentation has already been submitted to OMS, there is no need to re-submit it.