



COVID-19 – FREQUENTLY ASKED QUESTIONS (FAQs)

Please Note: These FAQs are dated May 6, 2020 and are based on information available to JOI at this time and in response to the COVID-19 emergency. Modifications to our responses and procedures may be required as the COVID-19 situation evolves.

Q: Are all JOI employees required to use a facemask or face cover while at work?

A: Yes, per CDC guidelines, all JOI employees are being asked to use a face cover while at work if social distancing is difficult to maintain consistently (at least 6 ft. from others). In addition, San Diego County is currently requiring face covers when in public as well.

Q: What is the difference between a facemask and a face cover?

A: A face cover is made from cloth (such as cotton, silk or linen) to cover the mouth and nose and secured by ties or straps, or just wrapped around the head (like a scarf or bandana). Cloth face coverings should be washed daily.

A facemask is a surgical mask or N95 respirator mask and is considered Personal Protective Equipment (PPE) that JOI provides to employees if a job task requires it be worn to perform the task safely.

Q: Will JOI management be required to take the temperature of all employees as they arrive at work?

A: Not at this time. **However, temperatures will be taken in the following instances:**

- **There are certain JOI worksites at which Federal Government personnel are taking the temperature of everyone that is entering the worksite (All Commissaries, Ft. Benning, Ft. Irwin, Ft. Eustis, VAMC).**
- All other JOI worksites will have a no-touch thermometer that will be used to take the temperature of employees and visitors who disclose that they have had close contact with a family member or other individual who has tested positive for COVID-19. In addition, employees who are notified by JOI that they may have had close contact to someone while at work who has tested positive for COVID-19 will have their temperature taken.
- If an employee reports to work and exhibits visible signs of being sick (excessively coughing, fever, or other cold/flu-like symptoms), in the best interest of all employees' safety, that employee's temperature will be taken. If the person has a temperature of 100.4°F or higher, or exhibits other symptoms, they will be sent home and instructed to contact their health care provider.

Q: What is the EMPLOYEE QUESTIONNAIRE that is posted at each worksite? Am I required to answer the questions?

A: In an effort to help contain the spread of COVID-19, each employee reporting to work—and immediately after clocking in— will be required to answer the questions on the posted Employee Questionnaire. The employee may begin working only if he or she can answer “no” to all of the questions. If an employee answers “yes” to having experienced any of the symptoms noted on the questionnaire, they will be asked to clock out, go home and contact their primary care physician.

✓ **Q: If I answer “yes” to having symptoms noted on the Employee Questionnaire and am sent home, when can I return to work?**

A: Employees sent home as a result of answering “yes” to exhibiting any of the symptoms noted on the Employee Questionnaire should immediately contact their primary care physician to discuss their symptoms and get guidance as to what steps should be taken. A doctor’s note will be required in order to return to work.

✓ **Q: What if I answer that “yes”, I was exposed to someone that has tested positive with COVID-19 but I do not have any symptoms?**

A: JOI will follow the CDC guidelines: You may continue to work as long as you remain asymptomatic (not showing any symptoms related to COVID-19), you remain wearing a mask while at work, you practice social distancing, your temperature is measured upon your arrival at work, and work surfaces are disinfected and cleaned on a regular basis. **Note:** There are worksites that are required to follow a different protocol as given by the Federal Government entity at that particular worksite (e.g., all commissaries). In the event a different protocol is implemented, JOI employees will be given written notice of such.

✓ **Q: What if I have some of those symptoms but it is because I have allergies or another pre-existing condition that causes those symptoms that are not COVID-19 related? Do I still need to go home?**

A: For the protection of all employees, yes, you will be asked to go home and obtain documentation that supports your claim of allergies or other pre-existing condition that causes those symptoms. This documentation should be given to your Manager upon your return to work.

✓ **Q: If I am sent home, can I use my available sick or vacation hours?**

A: Yes, inform your Manager that you would like to use available sick or vacation hours for your absence.

✓ **Q: Will I be paid for my time after I clocked in even if I'm being sent home?**

A: Yes, the time spent responding to the questionnaire is considered work, and you will be paid for that time. In addition, unless we receive guidance from the government that it does not apply to this situation, we will provide reporting time pay (less the amount we pay you for time worked).

Q: If I am at home and am feeling sick, what should I do?

A: You should not report to work but, instead, call your Manager to inform him/her that you are feeling ill and will not be in. If you are experiencing COVID-19 related symptoms, you should inform your Manager and immediately contact your primary care physician to discuss your symptoms and get guidance as to what steps should be taken. You will need to obtain a doctor's note to return to work.

Q: If I am at work and my Manager believes that I appear to be ill, can I be asked to go home?

A: Yes, your Manager will use appropriate discretion and make a determination as to whether it is best for you to go home to prevent others from becoming sick as well as to provide you an opportunity to feel better.

Q: If I have any questions regarding using sick or vacation time due to COVID-19, whom should I contact?

A: You may contact the HR Department at (619) 688-1784.

Q: If I am home due to illness and would like to keep up with COVID-19 related news, what can I do?

A: All employees are welcome to log onto JOI's Safety Website (safety.jobop.org) where COVID-19 updates will be posted as they become available. In addition, employees are encouraged to obtain information from the Centers for Disease Control (CDC) website. A link to the CDC website can be found on JOI's Safety Website.