



## GENERAL INFORMATION

### What is the Coronavirus (COVID-19)?

The Centers for Disease Control and Prevention (CDC) is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus, which was first detected in China. Reported illnesses have ranged from mild to severe. Learn more on the CDC website.

### What is IMI doing?

IMI is closely monitoring the outbreak and adjusting operations as needed. We will continue to get guidance from the US Centers for Disease Control and Prevention (CDC), The Public Health Agency of Canada (PHOC), and the World Health Organization (WHO.) The Senior Management Team is having daily meetings with the HR Department's Health and Safety Team.

### Where can I find more information on COVID-19 in my area?

We recommend your state or local public health agency. You can also see:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

### What can I do to protect myself and others from respiratory infections like 2019- nCoV?

As with other respiratory illnesses, there are steps that everyone can take daily to reduce the risk of getting sick or infecting others with circulating viruses.

You should:

- Stay home when you are sick.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before and after eating, and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 80% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth.
- Limit close contact, like sharing cups or utensils, with people who are sick.
- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the trash. If you do not have a tissue, use your sleeve (not your hands).

### What should I do if I think I may have been exposed?

[The CDC has a guide](#) for preventing the spread of COVID-19 if you are sick. If you think you've been exposed to COVID-19 and develop a fever and symptoms of respiratory illness such as a cough or difficulty breathing, contact your healthcare provider immediately. **DO NOT COME TO WORK IF YOU ARE SICK.** Please notify your recruiter and on-site supervisor if you are unable to go to work or if you are seeking medical care.

### Should I be tested for COVID-19?

Contact your healthcare provider if you feel sick with fever, cough or difficulty breathing, and have been in close contact with a person known to have COVID-19, or if you live in (or have recently traveled from) an area with an ongoing spread of COVID-19. Your healthcare provider will work with the state's public health department and the CDC to determine if testing is required.

## REFUSAL OF WORK / SICK LEAVE / LAY-OFFS

**Do I still have to come to work during COVID-19?**

You should continue to report to work for your scheduled assignments if you are not sick. If you are unsure whether you should report to work, please contact your recruiter and on-site supervisor.

**What if I am concerned and just do not want to work?**

We recognize this can be a very stressful time. The Employee Assistance Program is available and free to all employees and their families.

For EAP access, visit [www.mylifeexpert.com](http://www.mylifeexpert.com). *You must register first.* Use company code: *imilog*.

If you elect not to work, please notify your recruiter and on-site supervisor as soon as possible.

**Can I take time off for COVID-19?**

IMI is offering employees unpaid leave should they need to take time off for COVID-19 related situations (such as caring for yourself or a family member with the virus.) You can discuss these options with HR.

**Will I get paid if I take time off for COVID-19?**

All 50 states have COVID-19 information for your state of residence for related issues. You should contact your home state employment/labor agencies to see what options are available to you. Click [here](#) to find the link for your home state's programs.

**What is voluntary layoff? Will we get unemployment?**

Voluntary layoff occurs when an employee voluntarily takes time off from work with no pay. A worker who voluntarily quits may qualify for unemployment benefits depending on the circumstances surrounding the employment separation. Each employee will have to contact the state in which they reside to find the answer. Each state is different and has different requirements. Click [here](#) to find the link for your home state's programs.

**Will I still have a job when this is over? How long will the voluntary layoff be?**

IMI's clients and end users, along with Government officials, will decide if job sites will continue to operate or not. As long as work is available, IMI will continue working. It is unknown how long any lay-offs will last as there are too many variables to consider at this time.

## MEDICAL TREATMENT & WORKERS' COMPENSATION

**If I get COVID-19 at work, will I be covered by Workers' Compensation insurance?**

This varies by state and local regulations and is therefore a case by case situation. However, the burden of proof will be on an employee to prove they contracted COVID-19 at work. Should you have specific questions, please contact our Health and Safety Team for assistance.

**Can you find me a doctor that is local to where I am working?**

Please contact your health insurance provider or local Department of Health for assistance.

**Will I need a doctor note to return?**

If you have recovered from COVID-19 and wish to return to work, please contact IMI's Workers' Compensation Manager, Brandon Lopez, for further discussion.

## HEALTH BENEFITS / MEDICAL INSURANCE

**What if I don't have health insurance?**

If you do not have health insurance, you should see if your income qualifies you for coverage at [www.healthcare.gov](http://www.healthcare.gov). You can enroll in Medicaid year-round (if you qualify).

If you believe you need to be tested for coronavirus, you should contact a local medical provider first. Contact your local health agency for assistance.

**Can I sign up for medical benefits with IMI?**

Benefit offers are sent by email after 60 days from your date of hire and/or rehire.

**I didn't receive the benefit offer. Can I still enroll?**

Unfortunately not. Benefit offers are sent by email and are verified with proof of delivery. If an email is not successfully delivered, benefit offers are sent by registered mail. It is your responsibility to advise IMI of any changes to your email address, and to check for and read communications sent by IMI.

The only exception is if there is a Qualifying Life Event, such as recent loss of coverage elsewhere. For a list of Qualifying Life Events, please click [here](#).

**I didn't sign up but it's past the deadline and I need insurance, can I still enroll?**

Unfortunately, employees who do not sign up between 60-90 days of their start or rehire date cannot enroll in benefits. The only exception is if there is a Qualifying Life Event, such as recent loss of coverage elsewhere. For a list of Qualifying Life Events, please click [here](#).

**When can I enroll if I missed the deadline?**

Employees who miss the enrollment deadline after receiving a benefit offer must wait until Open Enrollment for the *next* calendar year, typically sent in November. The only exception is if there is a Qualifying Life Event, such as recent loss of coverage elsewhere. For a list of Qualifying Life Events, please click [here](#).

**Can I change/add to/cancel my insurance?**

Changes to existing insurance plans are not permitted during the policy year. The only exception is if there is a Qualifying Life Event, such as recent loss of coverage elsewhere. For a list of Qualifying Life Events, please click [here](#).

**Is COVID-19 treatment covered by my medical insurance with IMI?**

Treatment for COVID-19 is covered the same as any other illness through IMI's health insurance.

## CONTACT INFORMATION

For more information, please contact IMI's HR Response team:

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