

## Frequently Asked Questions: COVID-19

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### **What should you do if you feel sick but are unsure if you have contracted COVID-19?**

Employees are encouraged to stay home if they are sick. They should notify their supervisor or manager to request a test be scheduled through Emerson. Employees who wish to contact their doctor can do that as well for treatment but testing should be scheduled through Emerson given Haartz has access to scheduling testing appointments and results are generally available in 24-48 hours.

### **How will employees be paid when they are out of work due to sickness?**

Employees can use sick time, vacation time or e-sick if it is COVID related. If they have exhausted their time, leave without pay will be used. FMLA may be available for serious medical conditions.

### **If I am asymptomatic and someone in my household has COVID-19, am I expected to come to work?**

Given the increase in cases, Haartz requires that employees who have someone that lives in their residence who tested positive stay home until the end of the CDC recommended quarantine period. If the infected person no longer has symptoms, [CDC guidance](#) suggests that the employee should not return to work before 7 days from the most recent date of exposure provided they have received a negative test after day 5. If the infected person is still symptomatic, they should remain quarantined for 10 days from the most recent date of exposure per CDC guidelines. They should communicate regularly with their manager or supervisor to get a test scheduled through Emerson and monitor for symptoms. Employees may be required to provide a negative test result that will be scheduled at Emerson before returning to work.

### **What do I need to do if I test positive for COVID 19?**

Employees who have tested positive for COVID 19 are expected to provide their supervisor with a copy of the positive test result. Once they have completed the [CDC quarantine period](#), they should come to work and monitor for symptoms. The CDC guidelines do not recommend waiting for a negative test result because the virus will often remain in your system for a period of up to three months even though you are no longer contagious.

### **How long do employees who test positive for COVID 19 but are asymptomatic need to stay out of work?**

People who are asymptomatic and test positive for COVID 19 need to stay out of work for 10 days from the date they had the positive test. A negative test is not required to return to work per CDC guidelines.

### **What documentation is needed to return to work following a positive COVID 19 test result?**

Haartz requires a copy of the positive test, and requires the employee to attest that it is has been at least 10 days since the symptoms first appeared and that they have been fever free for at least 24 hours without fever reducing medication. Per the CDC, loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

### **What do I do if I have symptoms that may be related to COVID 19 but haven't been tested?**

Employees who are sick should let their manager know they need a test and coordinate with HR for a testing appointment with Emerson. Employees who cannot work from home can use sick, vacation or e-sick when applicable. If all time has been exhausted, employees will need to take leave without pay.

**What do employees need to do if they are symptomatic and receive a negative test result?**

If a negative test result is received, employees should continue to stay home monitoring symptoms and talk to their supervisor daily to determine when it is appropriate for them to return to work. Employees can use sick, vacation or e-sick when applicable. If all time has been exhausted, employees will need to take leave without pay.

**What do employees do if they thought they may be having COVID 19 symptoms when they feel better?**

Employees who are out sick should continue to have daily contact by phone with their supervisor or manager and work together to determine a return to work plan based on symptoms and test results. Employees need to self-certify that they no longer have symptoms and have been fever free without medication for 24 hours prior to returning to work.

**What do employees have to do before they return to work if they travel for personal reasons?**

Cases involving, air travel to / from any destination, or any travel by other means through areas which are considered “red zones” (high risk) on the map viewed [here](#) and for all international travel require a negative PCR test prior to returning to work at a Haartz facility. Employees should plan ahead when traveling and work with HR to coordinate a COVID test before they leave for when they return to Massachusetts.

**What should I do if I need to travel for business outside of Massachusetts?**

All business travel is extremely limited at this time and requires approval from John Fox, President. Cases involving air travel to / from any destination, or any travel by other means through areas which are considered “red zones” (high risk) on the map viewed [here](#) and all international travel will require a negative PCR test to return to work at a Haartz facility. Employees traveling for business should make arrangements with HR to coordinate a test at Emerson upon their return.

**Will Haartz pay for a COVID 19 test due to traveling?**

All COVID 19 tests required following business travel will be reimbursed. The cost of the COVID test (\$85) will be deducted through payroll for personal travel.

**Can employees work from home while they wait for negative test results?**

Employees may be eligible to work from home in certain circumstances while waiting for test results. If working from home is not an option, employees will be required to use vacation time until such time a negative test result has been received. If the employee is out of vacation or sick time, then any quarantine period will be unpaid.

**Where can employees go to get a COVID test?**

Haartz has developed a partnership with Emerson Hospital allowing employees to be tested when they are sick, or if they are a close contact of someone who has tested positive for COVID, or if they are returning from travel, and for routine surveillance testing. Please contact your supervisor or HR to schedule an appointment.