



Frequently Asked Questions: COVID-19

What is the policy for Haartz regarding masks?

All employees who are fully vaccinated are welcome to remove their mask. Individuals should also feel free to wear their mask at any time. Anyone who has chosen not to be vaccinated, or has not completed the waiting period is required to wear a mask in all public areas at Haartz.

What is the policy for Haartz regarding vaccination?

In the interest of trying to keep people as safe as possible at Haartz, a decision has been made that all new employees and temp employees starting at Haartz must be vaccinated though they can begin work prior to the end of the 2-week waiting period. Boosters are encouraged but not required at this time. Those employees and temporary employees who are already working at Haartz and have chosen not to get vaccinated are currently exempt from this requirement.

Anyone who is interested in getting vaccinated or receiving a booster should contact HR for assistance. Haartz is strongly recommending that employees obtain a booster if they have not already done so and are eligible. The CDC advises that people who are more than six months out from their second mRNA dose or more than 2 months after the J&J vaccine obtain a booster. A second booster is now available and recommended for those over 50 years of age. This will help maximize the protection available which helps to minimize illness to you and avoid the spread of COVID 19 to others.

What is the Visitors Policy regarding masks and vaccination?

Visitors, including all candidates interviewing for a position, will be asked to provide vaccination status. Those who state they not been vaccinated or have not completed the 2-week waiting period after being fully vaccinated, will be asked to wear a blue surgical mask during their visit. If the visitor does not have one of these types of masks, the receptionist will provide one.

When a visitor or candidate who is interviewing for a position is coming to Haartz please follow the instructions listed below:

1. Email notification to receptionist in advance of visitor's arrival the following information:
 - a) Visitor name
 - b) Company name
 - c) Phone number
 - d) Time of arrival and
 - e) Name of Haartz contact person

2. Prior to visit, refer visitor to Haartz website to review visitor policy and self-assessment check list.

Are there restrictions on conference rooms and the cafeteria?

Haartz removed all restrictions on conference rooms and the cafeteria for those who are fully vaccinated. Employees who are not fully vaccinated are asked to wear a mask and maintain a six-foot distance from others while eating and drinking.

Are there any restrictions on using the onsite gym at Haartz?

Haartz has removed all restrictions on the gym for those who are fully vaccinated and have met the two-week waiting period.

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

Given what is currently known about COVID-19 and the latest variants, the CDC has shortened the recommended time for isolation for people with COVID 19 to 5 days (previously 10 days), if asymptomatic, followed by 5 days of wearing a mask when around others. The CDC has recently released a COVID isolation calculator that can be found [here](#).

The statement from the CDC states that the change is motivated by science demonstrating that the majority of SARS-CoV-2 transmission occurs early in the course of illness, generally in the 1-2 days prior to onset of symptoms and the 2-3 days after. Therefore, people who test positive should isolate for 5 days and, if asymptomatic at that time, they may leave isolation if they can continue to mask at all times for 5 additional days to minimize the risk of infecting others. This includes while working at your desk when others are in the room. A negative test is not required to return to work per CDC guidelines.

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. Those employees who have tested positive on a rapid antigen test outside of Haartz will be required to obtain a PCR test from a certified test site to confirm the rapid antigen test. Haartz has saliva PCR testing that is available with results generally available in less than 24 hours. Once they have completed the isolation period recommended in the [updated CDC guidelines released March 30, 2022](#) they should come to work and monitor for symptoms. The updated CDC guidelines recommend that people who test positive should isolate for 5 days and, if asymptomatic at that time, they may leave isolation if they can continue to mask for 5 additional days to minimize the risk of infecting others. 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.

What is the current policy if I have been a close contact of someone who tested positive for COVID 19?

Employees are expected to notify their supervisor or manager if they have been named as a close contact with someone outside of work who has tested positive. Employees who are unvaccinated and asymptomatic will be tested on day 1, day 3 and on day 5 (or as close as possible to those days) following contact with the person. Employees who are experiencing symptoms should complete a test prior to returning to work. Employees who are vaccinated and asymptomatic may opt to take a rapid antigen test 5 days following close contact with someone who has tested positive though it is not required. If needed, the employee can request a test through their supervisor or manager or see HR. Employees are encouraged to stay home if they are sick.

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

Employees can continue to work at Haartz as a close contact and may opt to take a rapid antigen test on days 1, 3 and 5 following the close contact with the individual. It is also strongly recommended that you wear a mask for this period of time. If symptoms occur, individuals should immediately quarantine until a negative

test confirms symptoms are not attributable to COVID-19 and you are feeling well again. Employees are expected to communicate regularly with their manager or supervisor and monitor for symptoms.

Is Haartz still using the facial recognition and temperature scanners at the door?

Yes. Haartz continues to use the facial recognition for employees to gain entry to the facilities and employees are expected to scan prior to entering the facility. Temperatures will be displayed for information, but not monitored or reported. Employees are expected to use a door that has facial recognition installed prior to entering the building.

What is the Haartz policy on testing?

All employees and temporary employees who are not vaccinated will be required to test weekly. Testing will typically take place on Tuesday through the supervisor/ manager. Close contacts who are unvaccinated will be tested on day 1, 3 and 5 following close contact with the person who tested positive and those who are vaccinated may opt to use a rapid antigen test supplied by Haartz 5 days following the close contact with the individual. There may be additional circumstances when surveillance testing is required for all employees.

Haartz encourages employees to utilize the testing resources that have been made available its employees. In addition to having access to rapid testing kits, Haartz has developed relationships with local testing facilities that allow access to testing appointments and a prompt turn-around time for results to in order to ensure that healthy individuals are able to return to work as soon as it is safely possible.

What is the vaccination rate at Haartz?

Haartz is pleased to report that over 90% of employees are fully vaccinated as of this writing.

Should I continue testing after I have been vaccinated for COVID 19?

Once employees have been vaccinated, they should provide a copy of their vaccination card to HR and they will be removed from the testing rotation.

How can I get a COVID 19 vaccine or booster?

Please notify HR if you are interested in getting help to book a vaccine or booster appointment. Please specify which vaccine or booster is your preference.

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. Employees who wish to contact their doctor can do that as well for treatment but testing should be arranged through Haartz HR department to ensure timely testing and receipt of results.

How will employees be paid when they are out of work due to COVID?

Employees can use sick time or vacation time when out of work. If employees have exhausted their time, leave without pay will be used and employees may qualify for FMLA or MA PFML may be available for serious medical conditions.

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 5 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 quarantine.

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 testing. Employees who cannot work from home can use sick time or vacation time. If all time has been exhausted, employees will need to take leave without pay. Employees who have any lingering symptoms including those they think may be from allergies or a cold are expected to wear a mask at work.

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 to determine when it is appropriate for them to return to work. Employees can use sick time or vacation time. If all time has been exhausted, employees will need to take leave without pay.

Do I need to get tested before returning from personal travel if I have been vaccinated?

Employees who have been fully vaccinated and have completed the 14-day waiting period for maximum immunity are not required to quarantine or test in order to be able to return to work.

What do unvaccinated employees have to do before they return to work if they travel?

Employees should plan ahead when traveling and work with HR or their supervisor to coordinate a COVID test before they leave for their trip. International travel will also require a 5-day self- quarantine [per CDC guidelines](#) and a negative test taken between days 3-5 following the return.

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

All COVID 19 tests required following business travel will be reimbursed. Employees will need to make arrangement prior to their trip to obtain the test kit and will be required to submit a copy of the results to their manager and Alysse Taylor and Mary Tighe in HR prior to returning to the office.

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.

What are the symptoms of COVID 19?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. These include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

Where can employees go to get a COVID test?

Haartz purchased saliva PCR kits through Genomic Expressions that we have available onsite. Tests will be sent to the lab as needed via a courier and results are generally available on the same day or the following day. HR also has BinaxNow Rapid Antigen tests available onsite. Please contact your supervisor or HR to schedule an appointment to find out more information about obtaining a test.

What happens if I test positive on a Rapid Antigen test?

Negative test results have a very high accuracy rate on a rapid antigen test (99%+). There are times that a false positive may occur. If someone tests positive on a rapid test, they will be given a saliva-based PCR test that will be couriered to the lab for confirmation. Employees will need to go home to quarantine pending test results. If the PCR result comes back negative, they will be expected to return to work. Those that are confirmed positive will be required to stay home to isolate per CDC guidelines.

What options are there if I am not comfortable taking a nasal swab test?

Haartz has engaged with Genomic Expressions, a company offering PCR saliva testing. Please see your supervisor or Alyse in HR to request this option.

Can I purchase test kits for personal use?

On January 10, the Biden administration finalized guidance for commercial insurance coverage of over-the-counter (OTC) COVID-19 tests for diagnostic purposes without a prescription at a \$0 member cost share.

To get your CVS OTC COVID-19 tests without a prescription with your CVS CareMark prescription coverage:

- **Submit for a direct member reimbursement:** get reimbursement for OTC COVID-19 tests without a prescription after purchase until the end of the Public Health Emergency (PHE). Members can upload a copy of their receipt of the OTC COVID-19 tests purchased via <https://www.caremark.com/> to submit for reimbursement or submit a paper claim.
 - Members will be reimbursed, and the plan will pay the lesser of the full retail price paid by the member, or the \$12 per test reimbursement limit established by the Administration in the direct coverage safe harbor.
- **Access direct coverage:** your plan will cover the cost of OTC COVID-19 tests with direct reimbursement to the pharmacy and no upfront out of pocket cost for members.

Visit <https://www.caremark.com/> or call 1-800-552-8159 for more information. This information and brief instructions are also available on Haartznet under HR/CVS Caremark.