

## **Special announcement for Haartz employees with school-aged children**

Many parents of school-aged children are faced with the likelihood that some portion of the school's education program will be conducted from their home – sometimes called “remote” learning. As of today, there are examples in various cities and towns of every possibility – fully remote, fully in the classroom, or a “hybrid” of the two. While the plans are still not finalized, it is clear that parents are expecting their children to be learning from home at least part of the time.

The management team at Haartz would like to offer strong support for all employees in this situation. The uncertainty of these school programs has introduced a great deal of stress on parents, teachers, and the community. Haartz intends to provide assistance to the extent possible and practical, and expects that employees will put forth an effort to develop a plan with other family members taking on some of the added responsibilities, when possible.

The majority of Haartz employees are not able to do their job from home. For example, all employees whose hours are recorded by the timeclock are not eligible to Work From Home. If you are in this category, and feel the need to remain at home with your children in order to assist with their schooling, our Company can offer the following guidance and assistance:

- Meet with your supervisor or manager, and discuss the details of your situation, including the specific school schedule for your town / city. Determine if your schedule can be changed in some way to accommodate both work at Haartz, and staying at home when necessary. This might involve changing shifts, or modifying hours. You will be paid for hours worked, and will not receive pay for hours at home.
- Consider e-FMLA. As previously communicated, the Federal Government has provided a benefit through the Families First Coronavirus Response Act specifically for this purpose. It offers Family Leave for up to 12 weeks for situations when school or day care is closed, or unavailable for reasons related to COVID 19. The first 2 weeks are unpaid, and the remaining 10 weeks are paid at 67% of “normal” pay based on scheduled hours, with a cap of \$200 / day. In cases where an employee's schedule changes, pay will be based on scheduled work hours averaged over the last six months. Haartz is open to supporting intermittent leave for e-FMLA in increments as small as 4 hours. Employees are eligible for up to a maximum of 12 weeks of leave in a 12 month period – combining both FMLA and e-FMLA.
- Consider signing up for a community-based program offering remote school support. Here are a few links that may provide a starting point:
  - [Teamworks Acton](#)
  - [Tyngsboro Sportscenter](#)
  - [Hudson NH, Showcase](#)
  - Hudson, MA & Tyngsboro, MA Roller Kingdom (awaiting approval)  
<https://www.wcvb.com/article/roller-rink-in-tyngsborough-massachusetts-looking-to-house-remote-learning-pod-after-months-long-shutdown/33566070>
  - **Leominster: Teaching Wonders Child Learning Center** (no website) 978-840-3183 (Limited spots available for kids up to age 8)
  - **Lawrence –Kidstart** 978-686-7673 (Center is full but if you call and speak to Diana she can give information on available licensed home educators)
  - **Fitchburg Guild of St Agnes** 978-343-3042 (Full day school aged program in the Fall)

- **Gardner** [Guild of St Agnes](#) 978-632-9335 (Full day school aged program in the Fall)
  - **Worcester Guild of St. Agnes** – 508-890-7976 [Guild of St Agnes](#) (Will have a full day school aged program in the Fall)
  - **Lowell** YMCA – 978-454-7825 [YMCA](#) (Will have a full day program – nothing on website yet but call for info)
  - **Fitchburg, Leominster, Worcester:** [YMCA](#) (YMCA is expected to have school aged programs for all of their Central Massachusetts branches – Fitchburg, Leominster and Worcester)
  - **Littleton:** [Littleton Rec Dept](#) (Grades K-8) [\(978\) 540-2490](#)
  - **Westford:** [Roudenbush](#) (In process of finalizing and awaiting approval)
  - **Westford:** [Kidsleague](#) (In process of finalizing and awaiting approval)
- For those who are not eligible for any of the Haartz programs and aren't able to obtain support through friends, family or community agencies, unemployment assistance may be available to those who resign and have exhausted all other resources.

For salared and time-card employees, the Company can offer the following guidance and assistance:

- For those employees who believe their responsibilities can potentially be performed from home, and need to remain at home with their children in order to assist with schooling, meet with your supervisor or manager, and discuss the details of your situation, including the specific school schedule for your town / city. If your manager or supervisor agrees that the work can be performed remotely:
  - Develop a specific schedule which involves both work at Haartz, and staying at home when necessary.
  - Research community-based options for remote school support. Some are outlined above.
  - A Short-Term Telecommuting Agreement will be provided by Human Resources which details the planned work schedule, and formalizes the temporary telecommuting arrangement. Both the employee and the Company should understand that this is an experimental period, which will be reviewed on a regular basis. If the Work From Home results are good, the program can continue. If not, the program will be discontinued for that individual.
- If your ability to Work From Home is limited, a modified e-FMLA plan will be available to those who are working in the office a minimum of 20 hours per week
  - The Federal government will provide e-FMLA Family Leave under the Families First Coronavirus Response Act for up to 12 weeks. The first 2 weeks are unpaid, and the remaining 10 weeks are paid at 67% of “normal” pay based on scheduled hours, with a cap of \$200 / day. For those who will be working part of the time and taking e-FMLA for a portion of their time, Haartz will supplement the pay in order to reach 67% with no cap. Haartz will also supplement the pay for the first 2 weeks of e-FMLA in order to reach 67% with no cap. Haartz is open to supporting intermittent leave for e-FMLA in increments as small as 4 hours. There is a maximum of 12 weeks of Leave in a 12 month period – combining both FMLA and e-FMLA.
- For salared and time card employees whose positions allow them to work remotely but prefer to take e-FMLA while their child's school is closed or unavailable due to COVID –

19, the first 2 weeks will be unpaid, and the remaining 10 weeks are paid at 67% of “normal” pay, with a cap of \$200 / day based on scheduled hours.

- For those who are not eligible for any of the Haartz programs and aren’t able to obtain support through friends, family or community agencies, unemployment assistance may be available to those who resign and have exhausted all other resources.

Please keep in mind that these policies are designed to address the issue of Remote Learning for grades K-12 from home in cases when schools are not open or when your child is not able to attend in person. These enhanced benefits from Haartz are not available for child care. In addition, please understand that the next 4 months will be a trial period for all of us. As this situation evolves, affected employees and their Supervisors should be in regular communication. The Haartz management team will continue to closely monitor the situation and make any changes deemed necessary.

If you have any questions, please contact your manager or HR.

Regards,



*Mary Tighe*

Vice President, Human Resources

The Haartz Corporation

P: 978-264-2610

F: 978-264-2623

E: [mtighe@haartz.com](mailto:mtighe@haartz.com)