



7.31.2020

Good afternoon,

Haartz understands that travel for business or personal reasons may be necessary. We wanted to make you aware that effective August 1, 2020 the following policy regarding personal and business travel is in effect:

BUSINESS TRAVEL

- Business travel is allowed only if deemed absolutely necessary for business operations and approved by the President.
- Any air travel will result in a 14-day quarantine or obtaining a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts. If the COVID-19 test result has not been received prior to returning, employees must quarantine for 72-hours prior to taking a test.
- Travel by other means to or through areas which are considered "red zones" (high risk) on the map viewed [here](#) will also result in a 14 day quarantine or by obtaining of a negative test result as noted above.
- If business travel results in a 14-day quarantine, Haartz will compensate the employee to obtain a COVID-19 test.

PERSONAL TRAVEL

- Any air travel will result in a 14-day quarantine or obtaining a negative COVID-19 test result that has been administered up to 72-hours prior to your arrival in Massachusetts. If the COVID-19 test result has not been received prior to returning, employees must quarantine for 72-hours prior to taking a test.
- Travel by other means to or through areas which are considered "red zones" (high risk) on the map viewed [here](#) will also result in a 14-day quarantine or by obtaining of a negative test result as noted above.
- Personal travel which results in quarantine will be handled as below:
 - Salaried staff will be required to use vacation time until such time either a negative test result has been submitted or the 14-day quarantine has been completed.
 - Hourly staff will be required to use vacation time (or sick time at their choosing) until such time either a negative test result has been submitted or the 14-day quarantine has been completed. If the employee is out of vacation or sick time, then any quarantine period will be unpaid.

It is recommended that you call ahead to find a place that offers same day turnaround for testing results as time varies for receiving test results. Locations to obtain a COVID-19 test can be found here:

<https://memamaps.maps.arcgis.com/apps/webappviewer/index.html?id=eba3f0395451430b9f631cb095febf13>

The management team appreciates that these are strict standards and we understand the challenges they may present. It is not our intent to make this situation more difficult, rather to maintain our commitment to all employees to do what is necessary to keep everyone safe.

We hope that you and your family are safe and healthy.

A handwritten signature in black ink, appearing to read "Mary Tighe". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Mary Tighe

Vice President, Human Resources

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