

## 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 and contact their doctor if they are sick.

### **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?**

Yes. To ensure continuity of operations of essential functions, CDC advises that critical infrastructure employees may be permitted to continue work following potential exposure to COVID-19, provided they remain symptom-free and are taking the necessary precautions including regular hand washing, wearing a mask and maintaining social distancing.

### **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 and a doctor's note within one business day stating how long they need to stay out of work. Prior to returning to work, employees are expected to provide a note from their doctor or clearance from the Board of Health stating they have completed their isolation period and/or are cleared to return to work.

### **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 post positive test result. A note from a doctor or confirmation from the Board of Health stating they have completed their isolation period and/or are cleared to return to work is required prior to returning to work.

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

Employees are required to bring a note from a doctor and/or the Board of Health stating they have completed their isolation period and/or are cleared to return to work prior to returning.

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

Employees who are sick should contact their doctor and provide a note to their supervisor indicating the length of time needed to be out. 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 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 until a doctor releases them back to work. They will be contacted daily by their supervisor for updates on how they are doing and any changes to their work status. Once the doctor releases them back to work, they should notify their supervisor and provide a note indicating when they are able 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 need to provide a note from a doctor releasing them back to work. Employees need to self-certify that they are symptom free including 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](#) will result in a 14-day quarantine. This quarantine can be shortened by obtaining a negative COVID-19 test result following the return home. If the test is taken immediately upon return, a second test will be required after 72 hours, which will be reimbursed by the Company. Any quarantine period or monitoring of tests must be coordinated through the employee’s supervisor.

### **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](#) will result in a 14-day quarantine. This quarantine can be shortened by obtaining a negative COVID-19 test result following the return home. If the test is taken immediately upon return, a second test will be required after 72 hours, which will be reimbursed by the Company. Any quarantine period or monitoring of tests must be coordinated through the employee’s supervisor.

### **Will Haartz reimburse employees if they need to have a COVID 19 test due to traveling?**

Haartz will reimburse the employee to obtain a second COVID-19 test for personal travel. All COVID 19 tests required following business travel will be reimbursed.

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

Salaried staff may be eligible to work from home in certain circumstances while waiting for test results. All other circumstances and all hourly 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. 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?**

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

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