



Hello Everyone:

In an effort to enhance our policies regarding safety at The Haartz Corporation, beginning Monday, May 11th we will require daily pre-shift temperature screenings for all hourly, salary, and time card employees. The process will work as follows:

- From 5:50am through 7:00am, all employees arriving for work must drive to 87 Hayward Road into the Shipping / Receiving driveway towards the upper parking areas where they will be met, in car, for screening. Employees are asked not to arrive at work prior to 5:50am. The employee's name will be cross-referenced to an employee list and non-contact screened for body temperature.
- Employees with a temperature that is less than 100.4°F will be allowed to drive to their parking space or to Craig Road, and enter the building for work. All external doors to the facility at 87 Hayward Road will be locked except the entrance door to the Dry Blend Mixing Department in the rear of the facility, near the stairs. During this time period, employees may enter the facility only through this door.
- Employees with a temperature that is 100.4°F or higher will be asked to park their car near the screening area and wait for 5 minutes for re-screening.
- If a second high temperature is read, the employee will be asked to leave the facility and consult their physician for further guidance. Please remember, a temperature that is 100.4°F or higher does not confirm you are COVID-19 positive.
- From 7:15am onwards, the temperature screening team will move to the entrance door between Extruder 4 and Extruder 5 (at the far end of the parking lot in front of the office) where screenings will resume. At this entrance, employees will be asked to line up on foot, following social distancing guidelines, for the same screening process listed above.
- A similar process will be developed for all night shift staff.
- Craig Road employees are asked to arrive at 87 Hayward Road first for screening. Once cleared, they can proceed to Craig Road as their names will be sent to the supervisor for entrance into the building.
- Employees assigned to work in Buildings 13 and 14 will be met by their supervisor at the entrance to those buildings and allowed to enter if they have been cleared.
- Any visitors, truck deliveries, etc. are also required to follow the same screening procedure as Haartz employees.

Please be patient during this process as there are many people who need to be screened on a daily basis. We will continue to refine and minimize any impact of beginning your shift.

We appreciate your cooperation and teamwork and wish that you, and your loved ones, stay safe during these trying times.

A handwritten signature in black ink that reads "Douglas K Bishop".

Douglas K. Bishop
Vice President Engineering and Quality Assurance
The Haartz Corporation
P: 978 264-2600
www.haartz.com

The Haartz Corporation, 87 Hayward Rd. Acton, MA.USA 01720-3000 Telephone: 1-978-264-2600
Fax: 1-978-264-2601 www.haartz.com