



Updated  
8.25.2020

Good afternoon,

Haartz understands that travel for business or personal reasons may be necessary. We wanted to make you aware that effective August 24, 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.
- 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.

### **PERSONAL TRAVEL**

- 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.
- Personal travel which results in quarantine will be handled as below:
  - 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.

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.

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=eba3f0395451430b9f631cb095feb13>

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".

*Mary Tighe*

Vice President, Human Resources

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