



## Frequently Asked Questions: COVID-19

---

### **Should I continue testing after I have been vaccinated for COVID 19?**

Once employees have completed the waiting period following their vaccine, they should provide a copy of their vaccination card to HR and they will be removed from the testing rotation.

### **Do I need to get tested before returning from personal travel if I have been vaccinated?**

Employees who have been fully vaccinated and have completed the 14-day waiting period for maximum immunity are exempt from these policies.

### **How can I get a COVID 19 Vaccine?**

Preregister by clicking [here](#) to be notified when it's your turn to schedule an appointment at one of 7 mass vaccination locations. You can also click [here](#) to search for appointments once you are eligible at pharmacies, health care providers, and other community locations. Please click [here](#) to find out if you are eligible to receive a vaccination before April 19<sup>th</sup> when the general population is eligible in Massachusetts. Employees who live outside of MA should check their state and local websites for more information.

### **What should you do if you feel sick but are unsure if you have contracted COVID-19?**

Employees are encouraged to stay home if they are sick. They should notify their supervisor or manager to request a test be scheduled through Emerson. Employees who wish to contact their doctor can do that as well for treatment but testing should be scheduled through Emerson given Haartz has access to scheduling testing appointments and results are generally available in 24 hours.

### **How will employees be paid when they are out of work due to sickness or need to quarantine due to having a positive COVID test in their household?**

Employees can use sick time, vacation time or e-sick if it is COVID related. Employees may qualify for an additional 40 hours of supplemental sick time in 2021 due to COVID. Employees will be required to complete a Request for Supplemental COVID Sick Time form and submit it for approval to their manager and HR to qualify. Forms are available on the COVID 19 section of [Haartznet](#). If employees have exhausted their time, leave without pay will be used and employees may qualify for Pandemic Unemployment Assistance. FMLA or Mass Paid Family Leave 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?**

Given the increase in cases, Haartz requires that employees who have someone that lives in their residence who tested positive stay home until the end of the CDC recommended quarantine period. If the infected person no longer has symptoms, [CDC guidance](#) suggests that the employee should not return to work before 7 days from the date of the positive test provided, they have received a negative test after day 5. If the infected person is still symptomatic, the employee should remain quarantined for 10 days from the date of the positive test. The employee should continue to quarantine until the infected person's symptoms improve. The employee will be required to obtain a negative test before returning to work. They should communicate

regularly with their manager or supervisor to get a test scheduled through Emerson and monitor for symptoms.

**Am I expected to come to work if I may have been a close contact of someone who tested positive for COVID 19 that doesn't reside in my home?**

CDC's [Critical Infrastructure Guidance](#) advises that critical infrastructure workers may be permitted to continue work following potential exposure to coronavirus disease 2019 (COVID-19), provided they remain asymptomatic, have not had a positive test result for COVID-19, and additional precautions are implemented to protect them and the community.

**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. Once they have completed the [CDC quarantine period](#), they should come to work and monitor for symptoms. The CDC guidelines do not recommend waiting for a negative test result because the virus will often remain in your system for a period of up to three months even though you are no longer contagious.

**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 from the date they had the positive test. A negative test is not required to return to work per CDC guidelines.

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

Haartz requires a copy of the positive test, and requires the employee to attest that it is has been at least 10 days since the symptoms first appeared and that they have been fever free for at least 24 hours without fever reducing medication. Per the CDC, loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

**What do I do if I have symptoms that may be related to COVID 19 but haven't been tested?**

Employees who are sick should let their manager know they need a test and coordinate with HR for a testing appointment with Emerson. Employees who cannot work from home can use sick, vacation or e-sick when applicable. If all time has been exhausted, employees will need to take leave without pay. Pandemic Unemployment Assistance may be available in certain cases.

**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 and talk to their supervisor daily to determine when it is appropriate for them 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 who are out sick should continue to have daily contact by phone with their supervisor or manager and work together to determine a return-to-work plan based on symptoms and test results. Employees need to self-certify that they no longer have symptoms and have been 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 in the United States require a negative PCR test prior to returning to work at a Haartz facility. Employees should plan ahead when traveling and work with HR to coordinate a COVID test before they leave for when they return to Massachusetts. International travel will require a 7-day self-self-quarantine per CDC updated guidelines and a negative test taken between days 3-5 following the return to MA prior to returning to work.

### **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 in the US will require a negative PCR test to return to work at a Haartz facility. Employees traveling for business should make arrangements with HR to coordinate a test at Emerson upon their return. International travel will also require a 7-day self-quarantine following the return to MA.

### **Will Haartz pay for a COVID 19 test due to traveling?**

All COVID 19 tests required following business travel will be reimbursed. The cost of the COVID test (\$85) will be deducted through payroll for personal travel. Rapid COVID tests will be available through HR in April and will be accepted for clearance to return to work. The cost of these tests is \$30 which will be deducted through payroll deduction. Employees will need to make arrangement prior to their trip to obtain the test kit and will be required to submit a copy of the results to their manager and Alysse Taylor and Mary Tighe in HR prior to returning to the office.

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

Employees may be eligible to work from home in certain circumstances while waiting for test results. If working from home is not an option, employees will be required to use vacation time until such time a negative test result has been received. If the employee is out of vacation or sick time, then any quarantine period will be unpaid.

### **What are the symptoms of COVID 19?**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. These include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

### **Where can employees go to get a COVID test?**

Haartz has developed a partnership with Emerson Hospital allowing employees to be tested when they are sick, or if they are a close contact of someone who has tested positive for COVID, or if they are returning from travel, and for routine surveillance testing. Please contact your supervisor or HR to schedule an appointment.

### **What options are there if I am not comfortable taking a nasal swab test?**

Haartz has engaged with Genomic Expressions, a company offering PCR saliva testing. These are the tests currently being utilized for the night shift employees. Please see your supervisor or Alysse in HR to request this option.