

Monday, March 16, 2020 (*updated*)

Polar Employees:

Many people have questions about the outbreak of a respiratory illness caused by a new coronavirus called COVID-19, especially how it may affect employees at Polar Semiconductor, LLC.

Minnesota Department of Health (MDH) and the U.S. Centers for Disease Control and Prevention (CDC) are closely monitoring the situation and are regularly providing guidance. Polar is closely monitoring that MDH and CDC guidance on the best ways to keep employees and visitors safe.

We are in the stage of helping to manage the spread of COVID-19.

Preventative Measures:

- Protect yourself and others by washing your hands often with soap and water; covering your cough and sneeze; avoiding touching your eyes, nose, and mouth with unwashed hands. Avoid shaking hands.
- Frequently clean all commonly touched work surfaces, work areas, and equipment (e.g., telephones, doorknobs, lunch areas, countertops, copiers, etc.).
- Actively practice social distancing by putting physical space between you and other individuals, where feasible. CDC recommends six feet between individuals. Use video conferencing, WebEx, or Skype for most meetings. Contact Jeremy Leetch in I.S. for additional assistance with Skype conferencing.
- Self-monitor for symptoms of COVID-19 and do not report for work until you have received clearance to do so from a health professional. **Reference:** See Q & A for the defined process.
- If you are diagnosed with COVID-19 or have had a potential exposure to COVID-19, contact Deborah Roberts in Human Resources immediately and do not report to work. **Reference:** See Q & A for the defined process.

Travel Restrictions, Advisories, and Precautionary Measures:

- International business travel restrictions are in place for Polar employees. Outgoing international travel is restricted in accordance with CDC guidelines. Incoming international business travel is also restricted in accordance with CDC guidelines.
- Domestic business travel is placed on a strict advisory. Polar employees should eliminate all non-essential domestic travel and conduct business with inbound visitors and business partners using alternative means whenever possible...such as video conferencing, WebEx, Skype, etc. Incoming visitor arrangements should be limited and for **immediate business necessity** purposes only.
- All facility visitors are required to complete a Coronavirus 2019 (COVID-19) Screening Questions form prior to entering the facility. The link is available on the Polar intranet site. **Includes:** contractors, contingent workers, vendors, applicants, new hires, etc.
 - **IMPORTANT:** All facility visitors must be pre-registered by a Polar host employee. The form contains questions about travel history for the prior 14 day period and also questions regarding any current symptoms. Polar hosts will need to send this form to the individual in advance, allowing enough time

for the individual to complete and return the form, prior to his or her visit. Instructions and contact e-mails are provided on the form. *Please note...* individuals not pre-registered will be restricted to the main lobby and will be required to complete the form upon their arrival. **Individuals will be denied access to the facility if they have: traveled to locations with community outbreaks of the Coronavirus 2019 (COVID-19), traveled by cruise ship, have had contact with a known or possible COVID-19 case, and/or have any potential COVID-19 symptoms.** These precautions remain in effect until at least April 3, 2020.

- **IMPORTANT:** Employees returning from international travel, going on a cruise, or believe they are experiencing directly related COVID-19 symptoms will be required to complete the Coronavirus 2019 (COVID-19) Screening Questions form. The link is available on the Polar intranet site. Facility restrictions and medical certification requirements, as noted in the form and as stated in this notification, will be applied. **Reference:** See Q & A for the defined process.
 - **Note:** Employees may be eligible for supplemental wages during an imposed self-quarantine period. Medical certification and documentation requirements exist.
- Travel advisories change frequently, here is a [link](#) with current information.
- **Disclaimer:** Where questions arise, the outbreak progresses, and/or CDC advisories change, Polar will generally use CDC recommendations for guidance.

Education/Awareness, & Preparedness:

- **To learn more about COVID-19, visit:**
 - [Minnesota Department of Health Coronavirus \(COVID-19\) Website](#)
 - [CDC Coronavirus \(COVID-19\) Website](#)
- **Preparedness:**
 - HealthPartners members: If you become ill, utilize Careline 612-339-3663, [Virtuwell](#), or [Doctor on Demand](#) as first line medical resources. Find an in-network provider [here](#). You should not be at work if you are ill and have not been cleared by a healthcare provider. If you are covered under a different medical plan, contact the number on your insurance card for available resources.
 - Begin finding child care due to school closures.
 - Check your VPN access to ensure its working. Contact Polar I.S. if you need assistance.
 - Become familiar with [Skype](#) conferencing.
- **Symptoms;**
 - If a Polar employee develops a confirmed case of COVID-19, contact Deborah Roberts at robertsd@polarsemi.com immediately. Any employee with potential exposure to a confirmed COVID-19 case should also be reported immediately. **Reference:** See Q & A for the defined process.

We have a Polar team meeting regularly and we will provide you with new information as it becomes available. We will post updates on the Polar intranet under the COVID-19 link. Polar places the highest priority on the health, safety and wellbeing of our Polar community, while also protecting the continuity of business functions.

Thank you for working with us to keep our community informed and safe.

Deborah Roberts
Director, Human Resources

Employee Frequently Asked Questions & Defined Processes

- Previously posted Q&A from March 16th has been updated.
- Please refer to **COVID Update - March 25, 2020** for the updated Q&A.