

Employee Frequently Asked Questions – revised 3/25/20

WHAT WILL HAPPEN IF I HAVE RECENTLY TRAVELED INTERNATIONALLY TO A COUNTRY NOT ON THE SCREENING FORM?

- ✚ You can return to work if you did not travel to/through any of these [countries](#). If your facility access has been inactivated, your manager or H.R. can reactivate access.

WHAT WILL HAPPEN IF I HAVE TRAVELED TO ONE OF THE COUNTRIES ON THE SCREENING FORM?

- ✚ Please see the Employee Screening Form for details.

WHAT WILL HAPPEN IF I HAVE TRAVELED ON A CRUISE?

- ✚ Please see the Employee Screening Form for details.

WHAT WILL HAPPEN IF I HAVE HAD DIRECT EXPOSURE TO A MEMBER OF MY HOUSEHOLD WITH A CONFIRMED CASE OF COVID-19?

- ✚ Please see the Employee Screening Form for details.

WHAT WILL HAPPEN IF I HAVE A CONFIRMED CASE OF COVID-19?

- ✚ Please see the Employee Screening Form for details.

WHAT WILL HAPPEN IF I DEVELOP A CONFIRMED CASE OF COVID-19 DURING A SELF-QUARANTINED PERIOD?

- ✚ Please see the Employee Screening Form for details.



IT'S NOT A GREAT EXPERIENCE TO RETURN FROM TRAVEL AND FIND OUT I HAVE BEEN RESTRICTED FROM THE FACILITY. OR, TO NOT BE ALLOWED TO WORK DUE TO EXPOSURE.

- ✚ No, it is not. But public safety needs to be our main concern.
- ✚ Please see the Employee Screening Form for handling of scenarios.
- ✚ If your facility access has been inactivated, your manager or H.R. can reactivate access.

WHAT IF I EXPERIENCE SYMPTOMS THAT MAY OR MAY NOT BE RELATED TO COVID-19? HOW DO I GET CLEARED TO BE AT WORK IF I'VE HAD SYMPTOMS? [Click here for COVID-19 symptoms](#)

- ✚ Please see the Employee Screening Form and Employee Return to Work Form.

I HAVE CONCERNS ABOUT ANOTHER EMPLOYEE THAT SEEMS SICK OR IS COUGHING, WHO DO I NOTIFY?

- ✚ Please direct your concerns to the employee's manager.

AS A MANAGER, I HAVE CONCERNS ABOUT ONE OF MY EMPLOYEES THAT SEEMS SICK OR ANOTHER EMPLOYEE HAS EXPRESSED CONCERNS ABOUT ANOTHER EMPLOYEE, WHAT DO I DO?

- ✚ Speak with the employee that seems sick and have a discussion regarding symptoms. If there are any COVID-19 [symptoms](#) that have not been assessed/cleared by a medical provider, send the employee home and the employee should refer to **Q&A WHAT IF I EXPERIENCE SYMPTOMS THAT MAY OR MAY NOT BE RELATED TO COVID-19?**
- ✚ If the employee does not have any COVID-19 symptoms and/or the employee has been previously assessed and cleared to work (it's a cold, the employee has allergies, etc.), tell the concerned employee "it has been addressed". In accordance with HIPAA, please do not share or pass along one employee's medical diagnosis to any other employees.

I HAVE A COUGH WHICH HAS BEEN ESTABLISHED AS ALLERGIES OR NON-COVID 19 RELATED, DOES POLAR HAVE ANY MASKS AVAILABLE THAT I CAN USE AT MY DISCRETION?

- ✚ Yes, please see Deb Roberts or Jean Latzke in HR.

HOW IS COVID-19 TESTING COVERED UNDER POLAR'S MEDICAL INSURANCE PLAN?

- ✦ Polar has decided to provide coverage with no member cost share for the administration of the COVID-19 laboratory test (regardless of where the test is performed). We are also providing coverage with no member cost share related to an in-network office or urgent care visit associated with the test. Please note that the “no member cost sharing” will *not* apply to emergency department visits.
- ✦ For Polar benefit information, please use [iBenefits](#), company code = PSL

WHAT IS POLAR'S PLAN IF A CASE OF EMPLOYEE COVID-19 IS CONFIRMED AND THE EMPLOYEE HAS BEEN ACTIVELY WORKING?

- ✦ The employee must contact Deborah Roberts immediately upon diagnosis.
- ✦ The diagnosing clinic will contact the Minnesota Department of Health (MDH) under mandatory reporting rules. MDH will work with the employee to identify all individuals that the employee has been in close contact with.
- ✦ MDH will then notify those individuals to self-quarantine or will provide other appropriate instruction.
- ✦ Polar will work with MDH to notify other Polar employees as needed, ensuring confidentiality of the diagnosed individual.
- ✦ Polar will work with Facilities to “deep clean” the diagnosed employee’s work area as appropriate.
- ✦ Response to COVID-19 employee cases will be handled on a case-by-case basis and per CDC and MDH recommendations.
- ✦ It is not anticipated that a diagnosis would lead to a plant or facility closure.

WHAT IF I'M CONCERNED ABOUT COVID-19 EXPOSURE AT WORK AND I DON'T WANT TO REPORT FOR WORK?

- ✦ Employees generally cannot refuse to work unless they believe they are in imminent danger.
- ✦ Most workplaces in the U.S. will generally not meet the “imminent danger” elements required for an employee to refuse to work.
- ✦ Employees who are at increased risk for complications from COVID-19 due to underlying health conditions (such as low immunity, higher risk for complications, etc.) are urged to consult their healthcare provider about various steps they can take to protect their health.



- ✦ If any workplace changes are recommended by the healthcare provider, please see H.R. and individual situations will be reviewed on a case-by-case accommodation basis. The employee should refer to instructions on the Employee Screening Form.

I'M CONCERNED ABOUT COVID-19 EXPOSURE AT WORK AND I HAVE AN ADMINISTRATIVE ROLE, CAN I WORK FROM HOME?

- ✦ At this time, any employees that can work remotely are being asked to do so.

WHERE DO I FIND INSTRUCTIONS FOR SKYPE CONFERENCING?

- ✦ Skype conferencing is now the preferred method for Polar internal meetings in order to promote social distancing. Please see your email item with instructional attachments received from Ralph Rauterkus on March 16.
- ✦ Skype conferencing set-up: <http://hub.polarfab.com/is/FAQs/SkypeConferencing.pdf>
- ✦ One option to join Skype Audio is to use a PC headphone with microphone - those can be requested through an I.S. Work Request (which can be found on the lower-left area of the PSL Intranet home page).
- ✦ If you need additional assistance, please contact Jeremy Leetch (x3288), Brian Thill (x3217) or Brian Sandvold (x3241).

THE STATE OF MINNESOTA IS CLOSING SCHOOLS. THIS IS CAUSING DAYCARE ISSUES FOR ME AND MY FAMILY AND I MAY NOT BE ABLE TO COME TO WORK. HOW WILL THIS BE HANDLED?

- ✦ If employees have not begun the process already, they should immediately begin looking for childcare resources or alternate arrangements for their children on a short and also long term basis. It is likely that school districts will be practicing at-home schooling for many weeks, if not months.
- ✦ If employees are unable to work, they should follow their normal call-in procedures... providing as much notice as possible so that the manager can plan for area coverage.
- ✦ Your manager will determine if you can work from home...in full or in part.
- ✦ Employees unable to work in full or in part due to childcare issues can use Paid Time Off (PDO or FH) for the missed hours or can designate time as unpaid. Please communicate your preference to your manager – if you do not, available PTO and then unpaid will be applied as the default.
- ✦ No attendance points will be applied – this policy will be re-evaluated on April 3rd.

- ✦ Daycare resources: [MN Dept of Human Services](#), United Way 211 service: 651-291-0211, check your local Facebook page... college students on extended breaks are offering child care. Or, check your county's website for childcare lookup tools.
- ✦ Child lunch program alternate resources: <https://kstp.com/coronavirus/list-of-restaurants-offering-free-lunches-while-schools-are-closed/5674954/>,
- ✦ Unemployment resources: www.uimn.org

I HAVE A COVID-19 RELATED SUGGESTION. TO WHOM SHOULD THAT BE DIRECTED?

- ✦ Please email Becky (Rebecca) Schroeder.

WHAT OTHER THINGS CAN I DO TO BE BETTER PREPARED FOR COVID-19?

- ✦ [CDC Resources for Home](#)
- ✦ [Minnesota Department of Health Coronavirus \(COVID-19\) Website](#)
- ✦ [CDC Coronavirus \(COVID-19\) Website](#)
- ✦ Daycare resources: [MN Dept of Human Services](#), United Way 211 service: 651-291-0211, check your local Facebook page... college students on extended breaks are offering child care. Or, check your county's website for childcare lookup tools.
- ✦ Child lunch program alternate resources: <https://kstp.com/coronavirus/list-of-restaurants-offering-free-lunches-while-schools-are-closed/5674954/>,
- ✦ Unemployment: www.uimn.org
- ✦ Information regarding applying for cash, food support, or child care assistance, click [here](#) or call 651-431-4049

I AM FEELING VERY ANXIOUS REGARDING ALL OF THE COVID-19 NEWS. WHAT RESOURCES ARE AVAILABLE TO ASSIST ME AND/OR MY FAMILY MEMBERS?

- ✦ Cigna Employee Assistance Program (EAP): www.signalap.com, 800-538-3543
- ✦ Resource for [child anxiety](#)
- ✦ United Way 211 service: 651-291-0211, [Greater Twin Cities United Way](#)



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COVID-19 is a new situation for the world at large. While most may not be infected by the virus, it is important that we all do our part to slow down the spread to protect our high risk citizens and to prevent our healthcare system from being severely overtaxed. If you are sick, please don't come to work until cleared by your healthcare provider or the CDC recommendations are met. When at work, practice social distancing and good hygiene. Through cooperation, understanding and flexibility... we will get through this together!