

## Novel Coronavirus 2019 (COVID-19) Employee Instructions

You are expected to closely read through this document **before** reaching out to your manager or Polar H.R.'s dedicated COVID email of [covid19@polarsemi.com](mailto:covid19@polarsemi.com). This document includes helpful embedded resource links and clear instructions for various COVID-type leaves.

All COVID-related communications between Polar and employees will be via **EMAIL ONLY**. Check your email daily and use only [covid19@polarsemi.com](mailto:covid19@polarsemi.com). Texts and phone calls will not be responded to by Polar H.R.

**Find the one situation that best applies to your COVID-19 related situation and follow the directions.**

**Note: If your situation changes, follow the new, appropriate instructions.**

### EMPLOYEE IS BEING TESTED FOR COVID-19 DUE TO [SYMPTOMS](#) OR EMPLOYEE HAS COVID-19

[SYMPTOMS](#). To help determine if you should be tested based on symptoms and other factors, click [here](#).

Find COVID testing resources here: <http://www.polarsemiconductor.com/MedicalTestingResources.pdf>

Who to contact	<ul style="list-style-type: none"> <li>Email <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a> with the information in the box directly below. Your facility access will be inactivated by H.R.</li> <li>You must also continue to follow all call-in procedures with your manager each shift.</li> </ul>
Information to include in your notification email	<ul style="list-style-type: none"> <li>Your first day of work missed.</li> <li>The date you will be tested.</li> </ul> <p><b>Once results are received, you will then follow the below instructions for either test-negative in <b>GREEN</b> or the test-positive in <b>RED</b></b></p>
Payment during time off If employee cannot work from home	<ul style="list-style-type: none"> <li>Your manager will apply available Paid Time Off, reversing future requested time off if necessary. Standard attendance points will be applied per policy; points will be adjusted as appropriate only upon receipt of your COVID return to work paperwork.</li> <li>You can also contact unemployment: <a href="http://www.uimn.org">www.uimn.org</a> 651-296-3644</li> </ul>

### EMPLOYEE TESTED NEGATIVE FOR COVID-19

When you can return to work  <i><b>Note: Failure to timely follow the protocol to the right could result in attendance points. You will be expected to proactively manage your return to work situation and to collect and submit documentation to Polar via email as required in these instructions.</b></i>	<ul style="list-style-type: none"> <li>You must provide negative COVID-19 test results documentation (PDF, screenshot, etc.) Work with the testing facility or clinic to access this documentation. Polar will not assist with this.</li> </ul> <p style="text-align: center;"><b>PLUS</b></p> <ul style="list-style-type: none"> <li>You must complete the Polar Return to Work Form available at: <a href="http://www.polarsemiconductor.com/CompComms.html">http://www.polarsemiconductor.com/CompComms.html</a> Complete the section for <b>EMPLOYEE HAD SYMPTOMS BUT TESTED NEGATIVE FOR COVID-19</b></li> </ul> <p><b>Both items above must be returned together in the same email to <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a></b></p>
When your facility access will be reactivated	<ul style="list-style-type: none"> <li>Your facility access will be reactivated once both of the above bulleted items have been returned to <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a></li> </ul>
Payment during time off If employee cannot work from home	<ul style="list-style-type: none"> <li>Your manager will apply available Paid Time Off, reversing future requested time off if necessary. Standard attendance points will be applied per policy; points will be adjusted as appropriate only upon receipt of your COVID return to work paperwork.</li> <li>You can also contact unemployment: <a href="http://www.uimn.org">www.uimn.org</a> 651-296-3644</li> </ul>

## EMPLOYEE TESTED POSITIVE FOR COVID-19

Who to contact	<ul style="list-style-type: none"> <li>Email <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a> with the information in the box directly below. Your facility access will be inactivated by H.R. if not already done.</li> <li>You must also continue to follow all call-in procedures with your manager each shift.</li> </ul>
Information to include in your notification email	<ul style="list-style-type: none"> <li>The date of your COVID test.</li> <li>Positive COVID-19 test result (PDF, screenshot, etc.) Work with the testing facility or clinic to access this documentation. Polar will not assist with this.</li> <li>Last date in the Polar facility.</li> <li>List any close contact Polar employees (close contact = within less than six feet for more than 15 minutes while in the facility)</li> </ul>
When you can return to work  <i>Note: Failure to timely follow the protocol to the right could result in attendance points. You will be expected to proactively manage your return to work situation and to collect and submit documentation to Polar via email as required in these instructions.</i>	<ul style="list-style-type: none"> <li>You must provide a medical note from your healthcare provider clearing you to return to work and/or an additional COVID-19 test showing a negative result. You will need to schedule an appointment with a healthcare provider to get this medical note. <i>Note: The standard letter from MN Dept of Health is not sufficient.</i></li> </ul> <p><b>PLUS</b></p> <ul style="list-style-type: none"> <li>You must complete the Polar Return to Work Form available at: <a href="http://www.polarsemiconductor.com/CompComms.html">http://www.polarsemiconductor.com/CompComms.html</a> Complete the section for <b>EMPLOYEE TESTED POSITIVE FOR COVID-19</b>.</li> </ul> <p><b>Both items above must be returned together in the same email to <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a></b></p>
When your facility access will be reactivated	<ul style="list-style-type: none"> <li>Your facility access will be reactivated once both of the above bulleted items have been returned to <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a></li> </ul>
Payment during time off If employee cannot work from home	<ul style="list-style-type: none"> <li>Your manager will apply available Paid Time Off, reversing future requested time off if necessary. Standard attendance points will be applied per policy; points will be adjusted as appropriate only upon receipt of your COVID return to work paperwork.</li> <li>You can also contact unemployment: <a href="http://www.uimn.org">www.uimn.org</a> 651-296-3644</li> </ul>

## OTHER COVID SITUATIONS:

### EMPLOYEE ILLNESS – NO COVID-19 SYMPTOMS

To help determine if you should be tested based on symptoms and other factors, click [here](#).

If it is recommended that you get tested, see category above **EMPLOYEE IS BEING TESTED FOR COVID-19 DUE TO SYMPTOMS OR EMPLOYEE HAS COVID-19 SYMPTOMS**.

Who to contact for non-COVID symptoms	Your manager via normal call-in procedure
When you can return to work	Stay home until healthy and symptom free for 24 hours <i>without</i> the use of pain or fever reducing medications.
Payment during time off If employee cannot work from home	Your manager will apply available Paid Time Off, reversing future requested time off if necessary.
Facility restriction?	No

**IMMEDIATE HOUSEHOLD MEMBER IS BEING TESTED FOR COVID-19 DUE TO [SYMPTOMS](#) OR THEY HAVE COVID-19 [SYMPTOMS](#). *If they have symptoms, they should immediately schedule a test.***

Find COVID testing resources here: <http://www.polarsemiconductor.com/MedicalTestingResources.pdf>

Who to contact	<ul style="list-style-type: none"> <li>Email <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a> with the information in the box directly below. Your facility access will be inactivated by H.R.</li> <li>You must also continue to follow all call-in procedures with your manager each shift.</li> </ul>
Information to include in your notification email	<ul style="list-style-type: none"> <li>Your first day of work missed.</li> <li>The date your family member is being tested.</li> </ul> <p><b>Once their results are received, you will then follow the below instructions for either test-negative in <b>PURPLE</b> or the test-positive in <b>ORANGE</b></b></p>
Payment during time off If employee cannot work from home	<ul style="list-style-type: none"> <li>Your manager will apply available Paid Time Off, reversing future requested time off if necessary. Standard attendance points will be applied per policy; points will be adjusted as appropriate only upon receipt of your COVID return to work paperwork.</li> <li>You can also contact unemployment: <a href="http://www.uimn.org">www.uimn.org</a> 651-296-3644</li> </ul>

**IMMEDIATE HOUSEHOLD MEMBER (OR MDH/POLAR IDENTIFIED CLOSE CONTACT INDIVIDUAL) TESTED NEGATIVE FOR COVID-19**

When you can return to work  <i>Note: Failure to timely follow the protocol to the right could result in attendance points. You will be expected to proactively manage your return to work situation and to collect and submit documentation to Polar via email as required in these instructions.</i>	<ul style="list-style-type: none"> <li>You must provide the individual's negative COVID-19 test results documentation (PDF, screenshot, etc.) Work with his/her testing facility or clinic to access this documentation. Polar will not assist with this.</li> </ul> <p><b>PLUS</b></p> <ul style="list-style-type: none"> <li>You must complete the Polar Return to Work Form available at: <a href="http://www.polarsemiconductor.com/CompComms.html">http://www.polarsemiconductor.com/CompComms.html</a> Complete the section for <b>IMMEDIATE HOUSEHOLD MEMBER HAD COVID-19 SYMPTOMS AND TESTED NEGATIVE FOR COVID-19</b></li> </ul> <p><b>Both items above must be returned together in the same email to <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a></b></p>
When your facility access will be reactivated	<ul style="list-style-type: none"> <li>Your facility access will be reactivated once both of the above bulleted items have been returned to <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a></li> </ul>
Payment during time off If employee cannot work from home	<ul style="list-style-type: none"> <li>Your manager will apply available Paid Time Off, reversing future requested time off if necessary. Standard attendance points will be applied per policy; points will be adjusted as appropriate only upon receipt of your COVID return to work paperwork.</li> <li>You can also contact unemployment: <a href="http://www.uimn.org">www.uimn.org</a> 651-296-3644</li> </ul>

**IMMEDIATE HOUSEHOLD MEMBER (OR MDH/POLAR IDENTIFIED CLOSE CONTACT INDIVIDUAL) HAS TESTED POSITIVE FOR COVID-19**

Who to contact	<ul style="list-style-type: none"> <li>Email <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a> with the information in the box directly below. Your facility access will be inactivated by H.R.</li> <li>You must also continue to follow all call-in procedures with your manager each shift. (continue to next page)</li> </ul>
----------------	--

Information to include in your notification email	<ul style="list-style-type: none"> <li>• The date of your household member/close contact's COVID test.</li> <li>• Documentation of your household member/close contact's positive COVID test (PDF, screenshot, etc.).</li> </ul>
<p>When you can return to work</p> <p><i>Note: Failure to timely follow the protocol to the right could result in attendance points. You will be expected to proactively manage your return to work situation and to collect and submit documentation to Polar via email as required in these instructions.</i></p>	<ul style="list-style-type: none"> <li>• At the end of a 14 day quarantine period, you should be tested. Then, provide YOUR negative COVID-19 test result documentation (PDF, screenshot, etc.) Work with the testing facility or clinic to access this documentation. Polar will not assist with this.</li> </ul> <p><b>PLUS</b></p> <ul style="list-style-type: none"> <li>• You must complete the Polar Return to Work Form available at: <a href="http://www.polarsemiconductor.com/CompComms.html">http://www.polarsemiconductor.com/CompComms.html</a> Complete the section for <b>IMMEDIATE HOUSEHOLD MEMBER (OR MDH/POLAR IDENTIFIED CLOSE CONTACT INDIVIDUAL) TESTED POSITIVE FOR COVID-19</b></li> </ul> <p><b>Both items above must be returned together in the same email to <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a></b></p>
When your facility access will be reactivated	<ul style="list-style-type: none"> <li>• Your facility access will be reactivated once both of the above bulleted items have been returned to <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a></li> </ul>
<p>Payment during time off</p> <p>If employee cannot work from home</p>	<ul style="list-style-type: none"> <li>• Your manager will apply available Paid Time Off, reversing future requested time off if necessary. Standard attendance points will be applied per policy; points will be adjusted as appropriate only upon receipt of your COVID return to work paperwork.</li> <li>• You can also contact unemployment: <a href="http://www.uimn.org">www.uimn.org</a> 651-296-3644</li> </ul>

**EMPLOYEE – RECENT INTERNATIONAL TRAVEL** - In the previous 14 days, you have traveled outside of the U.S.

Who to contact	<ul style="list-style-type: none"> <li>• Email <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a> with the information in the box directly below. Your facility access will be inactivated by H.R.</li> <li>• You must also continue to follow all call-in procedures with your manager each shift.</li> </ul>
Information to include in your notification email	<ul style="list-style-type: none"> <li>• The date you re-entered the U.S.</li> <li>• Documentation showing your re-entry date (flight information, stamped passport or visa, etc.).</li> </ul>
<p>When you can return to work</p> <p><i>Note: Failure to timely follow the protocol to the right could result in attendance points. You will be expected to proactively manage your return to work situation and to collect and submit documentation to Polar via email as required in these instructions.</i></p>	<ul style="list-style-type: none"> <li>• At the end of a 14 day quarantine period, you should be tested. Then, provide your negative COVID-19 test result documentation (PDF, screenshot, etc.) Work with the testing facility or clinic to access this documentation. Polar will not assist with this.</li> </ul> <p><b>PLUS</b></p> <ul style="list-style-type: none"> <li>• You must complete the Polar Return to Work Form available at: <a href="http://www.polarsemiconductor.com/CompComms.html">http://www.polarsemiconductor.com/CompComms.html</a> Complete the section for <b>EMPLOYEE – RECENT INTERNATIONAL TRAVEL OR RECENT CRUISE</b></li> </ul> <p><b>Both items above must be returned together in the same email to <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a></b></p>
When your facility access will be reactivated	<ul style="list-style-type: none"> <li>• Your facility access will be reactivated once the above bulleted item has been returned to <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a> (continue to next page)</li> </ul>

Payment during time off If employee cannot work from home	<ul style="list-style-type: none"> <li>Your manager will apply available Paid Time Off, reversing future requested time off if necessary. Standard attendance points will be applied per policy; points will be adjusted as appropriate only upon receipt of your COVID return to work paperwork.</li> <li>You can also contact unemployment: <a href="http://www.uimn.org">www.uimn.org</a> 651-296-3644</li> </ul>
--	--

**EMPLOYEE – RECENT CRUISE** - During the previous 14 days, you returned from a cruise.

Who to contact	<ul style="list-style-type: none"> <li>Email <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a> with the information in the box directly below. Your facility access will be inactivated by H.R.</li> <li>You must also continue to follow all call-in procedures with your manager each shift.</li> </ul>
Information to include in your notification email	<ul style="list-style-type: none"> <li>The date your cruise ended.</li> <li>Documentation showing the end date of your cruise travel.</li> </ul>
When you can return to work  <i>Note: Failure to timely follow the protocol to the right could result in attendance points. You will be expected to proactively manage your return to work situation and to collect and submit documentation to Polar via email as required in these instructions.</i>	<ul style="list-style-type: none"> <li>At the end of a 14 day quarantine period, you should be tested. Then, provide your negative COVID-19 test result documentation (PDF, screenshot, etc.) Work with the testing facility or clinic to access this documentation. Polar will not assist with this.</li> </ul> <p><b>PLUS</b></p> <ul style="list-style-type: none"> <li>You must complete the Polar Return to Work Form available at: <a href="http://www.polarsemiconductor.com/CompComms.html">http://www.polarsemiconductor.com/CompComms.html</a> Complete the section for <b>EMPLOYEE – RECENT INTERNATIONAL TRAVEL OR RECENT CRUISE</b></li> </ul> <p><b>Both items above must be returned together in the same email to <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a></b></p>
When your facility access will be reactivated	<ul style="list-style-type: none"> <li>Your facility access will be reactivated once the above bulleted item has been returned to <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a></li> </ul>
Payment during time off If employee cannot work from home	<ul style="list-style-type: none"> <li>Your manager will apply available Paid Time Off, reversing future requested time off if necessary. Standard attendance points will be applied per policy; points will be adjusted as appropriate only upon receipt of your COVID return to work paperwork.</li> <li>You can also contact unemployment: <a href="http://www.uimn.org">www.uimn.org</a> 651-296-3644</li> </ul>

**YOU OR AN IMMEDIATE FAMILY MEMBER IS DEEMED HIGH RISK PER CDC**

Who to contact	Email <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a>
Add'l documentation needed	Medical Certification establishing underlying condition and if medically related absences are prescribed
When you can return to work	Per employee/employer/physician discretion
Payment during time off If employee cannot work from home	To be determined; case-by-case analysis
Facility restriction?	No

**YOU ARE NERVOUS TO BE WORKING DURING COVID-19 AND/OR YOU HAD POSSIBLE SECONDHAND EXPOSURE** (*examples: one of your non-household friends is being tested for COVID-19, a friend's friend has tested positive for COVID-19, etc.*)

You should remain/return to work. If any time is missed, PTO will be applied and attendance points would be applied if applicable per standard Polar policy.

**YOU ARE HAVING DAYCARE ISSUES DUE TO COVID-19**

Who to contact	<ul style="list-style-type: none"> <li>Email <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a> with the information in the box directly below.</li> <li>You must also continue to follow all call-in procedures with your manager each shift.</li> </ul>
Add'l documentation needed	Email <a href="mailto:covid19@polarsemi.com">covid19@polarsemi.com</a> regarding the actual dates and hours missed and the COVID related reason(s) for the missed hours/shifts. <b>Also</b> provide a letter/email from your childcare provider confirming that the reason for closure or your inability to use the provider on those particular dates was due to a COVID illness/exposure reason. <i>Note: Daycare unavailability <b>not</b> due to a COVID reason would be handled under the normal attendance point policy.</i>
When you can return to work	You should return to or be at work as soon or as often as you are able, even if for a partial shift. This link may be helpful <a href="https://mn.gov/mmb/childcare/families/">https://mn.gov/mmb/childcare/families/</a> (Polar employees are Tier 2 employees)
Payment during time off If employee cannot work from home	<ul style="list-style-type: none"> <li>Your manager will apply available Paid Time Off, reversing future requested time off if necessary. Standard attendance points will be applied per policy; points will be adjusted as appropriate only upon receipt of your COVID return to work paperwork.</li> <li>You can also contact unemployment: <a href="http://www.uimn.org">www.uimn.org</a> 651-296-3644</li> </ul>
Facility restriction?	No

**YOU ARE HAVING COVID-19 RELATED ISSUES NOT SPECIFIED ON THIS FORM.**

Please email [covid19@polarsemi.com](mailto:covid19@polarsemi.com) and explain your situation in detail and attach supporting documentation. Instructions will then be provided appropriate to your unique circumstances.

Click [HERE](#) for COVID Symptoms.

**Medical Resources:**

HealthPartners Nurseline: 612-339-3663

Virtuwell online clinic: [www.virtuwell.com](http://www.virtuwell.com)

Doctor on Demand: [www.doctorondemand.com](http://www.doctorondemand.com)

[HealthPartners Open Access provider link](#)

**COVID-19 Testing Resources:**

<http://www.polarsemiconductor.com/MedicalTestingResources.pdf>