

Polar Semiconductor, LLC COVID-19 Instructions

If you have had:

- A confirmed [close contact](#) exposure to COVID-19 *or*
- You have [symptoms](#) of COVID-19 *or*
- You have tested positive for COVID-19

Please use the below calculator to determine when you can return to work.

The tool may ask if you are “up-to-date” on vaccinations, click [here](#) for the CDC’s “up-to-date” definition. See the ***When Are You Up to Date?*** area.

[Click Here for COVID-19 Quarantine and Isolation Calculator](#)

Close Contact Notification for “Test Positive” Situations – If you tested positive for COVID-19 and had [close contact](#) to Polar employees or associates (close contact = within less than six feet for more than 15 minutes while in the facility – *outside* the FAB), notify Deborah Roberts of those close contacts at robertsd@polarsemi.com.

Call-In Procedures: You must continue to follow all call-in procedures. *REF:* Time Management Policy or departmental procedures.

Paid Time Off: Your manager will apply available Paid Time Off (PDO and/or FH), reversing future requested time off if necessary. *REF:* Paid Time Off Policy and Holiday Policy.

Attendance: If any time is missed, applicable attendance points will be applied. *REF:* Time Management Policy or departmental procedures.

Facility Access & Restrictions: You may not report to work until the date provided from the calculator.

Special COVID-19 “Test Positive” Situations: If you tested positive for COVID-19, loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation or return to work. You may need to stay home longer than five days if; 1) your symptoms are not improving or become worse, 2) if you have conditions that weaken your immune system, or 3) if you have been in the hospital. Talk to your healthcare provider for instructions in these situations. If you will be off longer than the standard five days you should request a doctor’s note stating when you can safely return to work. *Please also email Jean Latzke at latzkej@polarsemi.com regarding possible disability and/or Family Medical Leave eligibility for those longer term COVID-19 situations.*

Employees are required to proactively manage COVID-19 related absences and return to work in accordance with this document. Compliance hinges on truthful conduct. Failure to adhere to any aspect of the requirements will be regarded as Gross Misconduct. Examples include, but are not limited to; falsification of records, fraudulent actions, misrepresentation of a situation, failure to comply with facility restrictions as outlined. Polar reserves the right to request validation and substantiation of tests, documents, or records at any time.

Find additional COVID-19 related information (masks, treatment, vaccines, testing) [here](#).