

Employee Frequently Asked Questions & Defined Processes March 23, 2020 Update

Below is a summary of preventative measures, actions, and considerations underway:

Employee Screening:

- ✦ Travel Restrictions were imposed.
- ✦ Employee screening processes have been adopted in coordination with the Center for Disease Control.
- ✦ Medical certification requirements have been put in place for safe return to work.
- ✦ COVID-19 supplemental pay is provided in defined situations.
- ✦ COVID-19 related absences are exempt from attendance guidelines.

Social Distancing:

- ✦ Polar has reduced the number of chairs and tables in the cafeteria and provided additional tables and chairs in the North Lecture Hall.
- ✦ Table Limit: 1 employees per table for smaller tables. 2 employees per table for larger tables.
- ✦ Maintain social distance signage is on PolarVision.

Work From Home:

- ✦ Local and federal governments are advising companies to allow anyone who can work remotely...to do so. Managers will first be assessing their departments for WFH viability. Next, managers will begin remote work discussion with employees/roles who this can be applied to.

Facilities Risk Mitigation Measures:

- ✦ Visitor screening and business necessity boundaries have been adopted.
- ✦ Clean Room air showers have been temporarily turned off in the main FAB and CMP.
- ✦ The exercise room has been temporarily closed.
- ✦ On-site shower facilities have been temporarily closed.
- ✦ Kiosks have been temporarily closed.
- ✦ Doors, where feasible, are being propped open to reduce employee "touches".
- ✦ More frequent "touchpoint" cleaning is being arranged.
- ✦ Beginning today, self-service coffee will be temporarily discontinued.
- ✦ Wipes and/or disinfectant spray has been placed in conference rooms.
- ✦ Glove gowning procedures have been changed.
- ✦ Cleaning stations are being placed at multiple locations throughout the facility.

Distant Communications:

- ✦ Skype meetings have been adopted.
- ✦ COVID-19 information has been added to the Polar internet site so that employees can access COVID-19 related information anytime. www.polarsemi.com **Reminder:** check the intranet and/or internet often for COVID-19 updates.

Home Standards Capabilities Workplace Benefits Careers **Contact** Employee-Links

COVID-19 Risk Mitigating Measures Under Consideration/Evaluation:

- ✦ Disposable thermometer strips
- ✦ Drinking fountain alternatives
- ✦ Shift overlap reduction and staggered shifts are being considered for Production Operators.
- ✦ Cleanroom hood bags for cleanroom hangers.

Additional Information & Resources:

- ✦ Information regarding applying for cash, food support, or child care assistance, click [here](#) or call 651-431-4049.
- ✦ The I.R.S. has pushed the personal income tax filing deadline to July 15. More information [here](#). For questions, please contact the I.R.S. or your tax preparer.
- ✦ If you have a spouse and their employment status changes due to COVID-19 causing them to lose medical, dental, etc. insurance, you must notify Jean Latzke in H.R. within 31 days of the status change date (generally that is the end date of the other insurance coverage). Jean will assist you with the appropriate Polar benefit changes via Workday. Please note that "loss of coverage" documentation will be required.

Confirmed Cases of COVID-19

- ✦ No confirmed employee cases of COVID-19 have been reported at this time.

Important: Employees should continue to contact H.R. if they become unable to work due to COVID-19 related circumstances. COVID-19 related absences must be requested and documented.

Note: In **ALL** cases, the employee screening form begins the process. The most current version of the employee screening form is located on both the intranet home page and internet home page (see link above). For absences to be requested and considered under COVID-19, this form must be completed and forwarded to Deborah Roberts in Human Resources.

Contact: Deborah Roberts at: robertsd@polarsemi.com.

Polar will work with employees to find the best path for each particular situation during these very challenging and unprecedented times.

Best regards,

Deborah Roberts

Director, Human Resources