



Team,

Thank you for all you are doing to keep our customers, associates and communities safe. As you know, our team has been closely following scientific, clinical and regulatory developments related to COVID-19, and we have updated our own policies and procedures accordingly. Throughout all of this, our top priority has been – and will continue to be – the safety of our associates and customers.

Since March, we have learned a great deal about the virus, how it spreads and how to minimize exposure. Our COVID-19 Task Force meets regularly to discuss new and updated guidance from the CDC, and we use that information as a starting point to inform our own policies and procedures. In many cases, we have put into place more stringent requirements than those dictated by the CDC, in order to mitigate risk to you and to those we serve.

Today, we have some *important updates that affect two key policies*:

1. Recently, the CDC announced acceptable options under which the **quarantine period** for exposed but asymptomatic individuals may be shortened. Based on this guidance, and in consideration of our associates' needs, we are updating our exposure quarantine guidelines to 10 days instead of 14 days. This means that associates who have been exposed but are asymptomatic may return to work on the 11th day. You can find more details in the attached **Coronavirus Guidelines**.
2. Additionally, **we have updated our cleaning guidelines** to reflect the most current understanding of the spread of the virus. Currently, when a store associate tests positive or is presumed positive for COVID-19, we immediately close the store and order fogging and cleaning services if the associate has worked in the last 7 days. The new procedure does not include fogging, but rather a deep clean of the entire store by a cleaning service. We will continue to close the store to the public for the cleaning service. This method will enable us to serve our customers while still meeting the

measures suggested by the CDC and adhering to the highest level of safety and cleanliness. Additional details can be found in the attached **Procedure for Response to Associate Confirmed/Presumed Case of COVID-19**.

Over the last few months, you have received many updates and changes to our procedures and have pivoted quickly. Each of these changes is intended to maximize safety and provide you with the guidance you need to do your job effectively. We deeply appreciate your commitment to operating our business in accordance with these critical procedures, and for all you're doing to serve our customers at a time when they need us most.

Jessica Kazmaier
EVP & Chief Human Resources Officer



Effective Date	12/04/2020
Previous Version Date	10/06/2020
Owner	HR

Procedure for Response to Associate Confirmed/Presumed Case of COVID-19 – Store Associates

Statement

This procedure sets forth the steps to take when an associate reports that he or she has a confirmed or presumed case of COVID-19 and has worked in our stores in the last 10 days. These procedures are being initiated because of the “medium level” of risk (as defined by the CDC) related to having an associate with a confirmed or presumed case of COVID-19 working in our stores, as opposed to situations where a customer with a confirmed or presumed case of COVID-19 has been in the store (which the CDC has identified as a low risk situation).

Scope

These Guidelines apply to all associates working in Rite Aid stores.

Definitions

Confirmed Associate: Associate with a confirmed case of COVID-19 using a viral COVID-19 test. A confirmed case of COVID-19 can only be determined by a medical professional after appropriate testing procedures. A Confirmed Associate, for the purpose of this procedure, does not include an associate who has a positive antibody test.

Presumed Associate: Associate who has symptoms of COVID-19, but whose healthcare provider does not suggest or order COVID-19 testing because the healthcare provider presumes that the associate has COVID-19, and the healthcare provider provides documentation accordingly. If a healthcare provider provides documentation indicating that an associate should quarantine because the associate is experiencing symptoms consistent with COVID-19, that associate will be considered a “Presumed Associate.”

Procedures

When an associate reports that he or she has a confirmed (with a viral test) or presumed case of COVID-19, follow these steps:

1. The person who received the information from the Confirmed or Presumed Associate contacts their store manager and pharmacy manager.
Responsible Party: The associate to whom the report was made.
2. The store manager and pharmacy manager should place a call to the Regional Retail, Pharmacy and HR Leaders who will inform Divisional Vice Presidents and Divisional HR Leaders.
Responsible Party: Store manager and pharmacy manager should work together to accomplish.
3. Regional or Divisional HR Leader sends an email to Confirmed Case Notification@riteaid.com (this will auto-populate to an email address: notification@riteaid.com) and Field Leadership Team (Divisional and Regional Retail, Pharmacy, and HR).
Responsible Party: Regional or Divisional HR Leader.

The email can follow this format:

Subject: Confirmed or Presumed Associate Case in Store # XXXX
Confirmed or Presumed Associate Name and Associate Number:
Indicate whether the Associate is Confirmed or Presumed:
Confirmed Associate Contact Phone Number (Confirmed Case Only):
Confirmed Associate Home Address (Confirmed Case Only):
Confirmed Associate Date of Birth (Confirmed Case Only):
Store Number:
Store Address:
Confirmed or Presumed Associate's Union Affiliation:
Time and Date of Confirmed or Presumed Diagnosis (if known):
Last Date that the Confirmed or Presumed Associate Worked:
Date the Store was Notified of the Confirmed or Presumed Associate's Diagnosis:

4. Close the store (after receiving authorization from a Regional Leader) to the public if the Confirmed or Presumed Associate worked within the last 7 days. The drive-thru may remain open, unless the Confirmed or Presumed Associate was working in the drive-thru area (in which case the store is closed completely).
 - a. Post a sign explaining that the store is temporarily closed. (Use the sign that says the store is temporarily closed.) Advise customers to pick up prescriptions at drive thru (if it is able to stay open).
 - b. If customers ask, tell them that the store is closed for extra cleaning. Do not disclose the identity of the associate who has the confirmed or presumed case of COVID-19.

Responsible Party: Store Manager and Pharmacy Manager should work together to accomplish.

5. If the Confirmed or Presumed Associate worked in the last 7 days, order cleaning services. Although the store is to be closed from the time of notification through the cleaning process, during that closed period we will offer our customers a "concierge service" at the Front Door and Drive Thru. So when the store closes, at least one associate should remain in the pharmacy, and two associates in the Front End to service customer needs. All other associates should be sent home. Since the cleaning process is not a health risk for our associates, the servicing associates can remain in the store assisting exterior customers for the duration of the cleaning. *Remember that cleaning services do not need to be ordered for an associate who has received a positive antibody test because the antibody test does not indicate active infection.* Regional Retail Leader/Regional Pharmacy Leader calls the facilities maintenance call center at 866-532-9927 and requests Level 2 Sanitization, and provides store contact info to CSR. Trigger words for the presumed/confirmed case sanitization will be "Level 2 cleaning."

Responsible Party: Regional Retail Leader or Regional Pharmacy Leader and Facilities

6. Ask the Confirmed or Presumed Associate to identify which coworkers, vendors, or customers he or she came into close contact with in the last 10 days, which includes the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms. "Close contact" means that the Confirmed or Presumed Associate was within 6 feet of a coworker, vendor, or customer for 15 or more minutes over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection).

Responsible Party: HR Leader

7. Ask the Confirmed or Presumed Associate if he or she consents to Rite Aid sharing his or her name and confirmed or presumed status with coworkers, vendors who delivered items during the associate's shifts, and customers over the last 10 days (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms).

Responsible Party: HR Leader

8. If the Confirmed or Presumed Associate consents, email the Confirmed or Presumed Associate stating that you are writing to confirm that the Confirmed or Presumed Associate has consented to his or her name and confirmed or presumed status being shared, and ask the associate to simply respond "Yes." If the Confirmed or Presumed Associate does not have email, the same communication and confirmation can happen by text message.

Responsible Party: HR Leader

9. Contact store associates as follows:

- a. If the Confirmed or Presumed Associate has consented to the disclosure of his or her identity, call associates who had close contact with the Confirmed or Presumed Associate to tell them that they were in close contact with the Confirmed or Presumed Associate and should quarantine for 10 days from the last date of exposure (which includes the 48 hour period prior to the Confirmed/Presumed Associate experiencing symptoms) as well as their eligibility to receive Pandemic Pay, and may return to work on the 11th day after exposure if not experiencing symptoms. If a Confirmed or Presumed Associate had close contact with a vendor employee, the HR Leader will work with the Regional Leader to notify the vendor. If a Confirmed or Presumed Associate had close contact with a customer, the HR Leader will work with the Regional Leader to notify the customer. Other associates who were not identified as having close contact with the Confirmed or Presumed Associate should be notified by the manager on duty about the Confirmed or Presumed Associate's status; if any of those associates believe they were also in close contact with the Confirmed or Presumed Associate in the previous 10 days (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms), they should self-quarantine for 10 days from the date of exposure and will receive Pandemic Pay, and may return to work on the 11th day after exposure if not experiencing symptoms. Tell the associates to monitor themselves for symptoms and contact a healthcare provider if they experience symptoms.
- b. If the Confirmed or Presumed Associate did not consent to the disclosure of his or her identity, tell each associate, vendor, or customer who was explained to be in close contact with the Confirmed or Presumed Associate that they were in close contact with an associate who has a confirmed or presumed case of COVID-19 and should quarantine for 10 days from the date of exposure (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms) with Pandemic Pay, and may return to work on the 11th day after exposure if not experiencing symptoms.
- c. If a pharmacist, pharmacy technician, or pharmacy cashier was in close contact with the Confirmed or Presumed Associate (regardless of whether the Confirmed or Presumed Associate was wearing a surgical mask or cloth face covering), and the pharmacist, pharmacy technician, or pharmacy cashier was not wearing a surgical mask, disposable mask, Rite Aid-provided cloth face covering, or another *well-fitting* cloth face covering that does not leave gaps at the side of the face, the pharmacist, pharmacy technician, or pharmacy cashier should quarantine for 10 days from the date of exposure (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms) with Pandemic Pay, and may return to work on the 11th day after exposure if not experiencing symptoms.
- d. If a pharmacist, pharmacy technician, or pharmacy cashier was in close contact with the Confirmed or Presumed Associate, and the pharmacist, pharmacy technician, or pharmacy cashier does not need to quarantine as described in Section 9(c) above, the pharmacist, pharmacy technician, or pharmacy cashier should continue working if he or she is asymptomatic.

Responsible Party: HR Leader

10. HR Leader should follow the applicable current Coronavirus Guidelines regarding who receives Pandemic Pay.

Responsible Party: HR Leader

11. Notify local health department to disclose the Confirmed Associate's name, contact information, and the list of associates with whom the Confirmed Associate had close contact with in the last 10 days (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms).

Responsible Party: Health Department notification team.



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Owner	HR

Procedure for Response to Associate Confirmed/Presumed Case of COVID-19 – Distribution Center Associates

Statement

This procedure sets forth the steps to take when an associate reports that he or she has a confirmed or presumed case of COVID-19 and has worked in the last 10 days.

Scope

These Guidelines apply to all associates working in Rite Aid distribution centers.

Definitions

Confirmed Associate: Associate with a confirmed case of COVID-19 using a viral COVID-19 test. A confirmed case of COVID-19 can only be determined by a medical professional after appropriate testing procedures. A Confirmed Associate, for the purpose of this procedure, does not include an associate who has a positive antibody test.

Presumed Associate: Associate who has symptoms of COVID-19, but whose healthcare provider does not suggest or order COVID-19 testing because the healthcare provider presumes that the associate has COVID-19, and the healthcare provider provides documentation accordingly. If a healthcare provider provides documentation indicating that an associate should quarantine because the associate is experiencing symptoms consistent with COVID-19, that associate will be considered a “Presumed Associate.”

Procedures

When an associate reports that he or she has a confirmed (with a viral test) or presumed case of COVID-19, follow these steps:

1. The person who received the information from the Confirmed or Presumed Associate contacts their supervisor.
Responsible Party: The associate to whom the report was made.
2. Supervisor contacts the GM.
Responsible Party: Supervisor
3. Shut down area where the Confirmed or Presumed Associate worked in the last 7 days. Deep clean the area, as well as common areas. *Remember that cleaning services do not need to be ordered for an associate who has received a positive antibody test because the antibody test does not indicate active infection.*
Responsible Party: GM
4. GM calls Dan Loudermilk and Mike Atcovitz.
Responsible Party: GM
5. GM reaches out to HR Leader and Confirmed Case Notification@riteaid.com (this will auto-populate

to and email address: notification@riteaid.com) with an email with the following information:

Subject: Confirmed or Presumed Associate Case
Confirmed or Presumed Associate Name and Associate Number:
Indicate whether the Associate is Confirmed or Presumed:
Confirmed Associate Contact Phone Number (Confirmed Case Only):
Confirmed Associate Home Address (Confirmed Case Only):
Confirmed Associate Date of Birth (Confirmed Case Only):
DC Location:
Time and Date of Confirmed or Presumed Diagnosis (if known):
Last Date that the Confirmed or Presumed Associate Worked:
Date the DC was Notified of the Confirmed or Presumed Associate's Diagnosis:

Responsible Party: GM

6. Ask the Confirmed or Presumed Associate to identify which coworkers he or she came into close contact with in the last 10 days, which includes the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms. "Close contact" means that the Confirmed or Presumed Associate was within 6 feet of a coworker for 15 or more minutes over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection).

Responsible Party: HR Leader

7. Ask the Confirmed or Presumed Associate if he or she consents to Rite Aid sharing his or her name and confirmed or presumed status with coworkers.

Responsible Party: HR Leader

8. If the Confirmed or Presumed Associate consents, email the Confirmed or Presumed Associate stating that you are writing to confirm that the Confirmed or Presumed Associate has consented to his or her name and confirmed or presumed status being shared with coworkers, and ask the associate to simply respond "Yes." If the Confirmed or Presumed Associate does not have email, the same communication and confirmation can happen by text message.

Responsible Party: HR Leader

9. Contact coworkers as follows:

- a. If the Confirmed or Presumed Associate has consented to the disclosure of his or her identity, tell all associates in the Distribution Center who could have had close contact with the Confirmed or Presumed Associate that they were in close contact with the Confirmed or Presumed Associate and should quarantine for 10 days from the last date of exposure (which includes the 48 hour period prior to the Confirmed/Presumed Associate experiencing symptoms) with Pandemic Pay, and may return to work on the 11th day after exposure if not experiencing symptoms. Any other associate who believes they were also in close contact with the Confirmed or Presumed Associate in the previous 10 days (including the 48 hour period prior to the Confirmed/Presumed Associate experiencing symptoms) should self-quarantine for 10 days (which includes the 48 hour period prior to the Confirmed/Presumed Associate experiencing symptoms), with Pandemic Pay, and may return to work on the 11th day after exposure if not experiencing symptoms. Tell the associates to monitor themselves for symptoms and contact a healthcare provider if they experience symptoms.
- b. If the Confirmed or Presumed Associate did not consent to the disclosure of his or her identity, specifically tell each associate who was explained to be within close contact with the Confirmed or Presumed Associate that they were in close contact with an associate who has a confirmed or presumed case of COVID-19 and should quarantine for 10 days from the last date of exposure (which includes the 48 hour period prior to the Confirmed/Presumed Associate experiencing symptoms) with Pandemic Pay, and may return to work on the 11th day after exposure if not experiencing symptoms.

Responsible Party: HR Leader

10. HR Leader should follow the applicable current Coronavirus Guidelines regarding who receives Pandemic Pay and who should contact the Benefits Service Center to initiate a leave.

Responsible Party: HR Leader

11. Notify local health department to disclose the Confirmed Associate's name, contact information, and the list of associates with whom the Confirmed Associate had close contact with in the last 10 days (including the 48 hour period prior to the Confirmed/Presumed Associate experiencing symptoms).

Responsible Party: Health Department notification team.



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Owner	HR

Quarantine Decision Matrix

Instructions: Use this decision matrix to determine whether an associate who has worked with another associate who has a confirmed or presumed case of COVID-19. Use section A for pharmacists, pharmacy technicians, and pharmacy cashiers who worked with a COVID-19 Confirmed/Presumed Associate. Use section B for all other associates who worked with a COVID-19 Confirmed/Presumed Associate.

A. Pharmacists, Pharmacy Technicians, and Pharmacy Cashiers working with COVID-19 Confirmed/Presumed Associate

Question #1	Did the pharmacist, pharmacy technician, or pharmacy cashier have close contact with the COVID Confirmed/Presumed Associate?	
Answer #1	Yes. Proceed to Question #2.	
Question #2	Was the pharmacist, pharmacy technician, or pharmacy cashier properly wearing a surgical mask, disposable mask, Rite Aid-provided cloth face covering, or another well-fitting cloth face covering (i.e., not a bandana or a t-shirt tied around the head)?	No. STOP: No quarantine required if asymptomatic.
Answer #2	Yes. STOP: No quarantine required if asymptomatic.	
	No. STOP: The associate must quarantine for 10 days.	

B. All Other Associates working with COVID-19 Confirmed/Presumed Associate

Question #1	Did the associate have close contact with the COVID Confirmed/Presumed Associate?	
Answer #1	Yes. STOP: The associate must quarantine for 10 days.	No. STOP: No quarantine required if asymptomatic

Reminder: "Close contact" means that the Confirmed or Presumed Associate was within 6 feet of a coworker, vendor, or customer for 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection).



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Coronavirus Disease (COVID-19) Guidelines – Noncorporate

Statement

It is the goal of Rite Aid (the “Company”) to take steps to reduce the spread of Coronavirus (“COVID-19”) in the workplace and to protect the wellness of all associates and customers. These Guidelines set forth the responsibilities of all associates to minimize the risk of the spread of COVID-19. Please understand that these Guidelines cannot anticipate all possible situations, so please be patient as we respond to this rapidly changing situation.

Scope

These Guidelines apply to all associates of Rite Aid who work outside of corporate or field offices (such as Rite Aid stores and distribution centers) outside of California.

Definitions

Exposure: A person is exposed to COVID-19 when he or she answers yes to any of the following questions:

- Is the associate living in the same household as, an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptoms and a confirmed/presumed case of COVID-19 and the associate has not been using recommended precautions for home care and home isolation¹?
- Has the associate been in close contact for a prolonged period of time with a person with a confirmed/presumed case of COVID-19 who is displaying symptoms?
- Has the associate been in contact with respiratory secretions (i.e., you were coughed on) by a person with a confirmed/presumed case of COVID-19?
- Has the associate been in the same indoor environment with a person with a confirmed/presumed case of COVID-19 for a prolonged period of time (i.e., in the same classroom or same hospital waiting room)?

Close Contact: Within 6 feet.

Confirmed Case: A situation where a person has tested positive for COVID-19 using a viral test.

Presumed Case: A situation where a person has symptoms of COVID-19, but the person’s healthcare provider does not suggest or order COVID-19 testing because the healthcare provider presumes that the person has COVID-19, and the healthcare provider has provided documentation accordingly. *Associates should be aware that they will no longer be eligible for Pandemic Pay if they have a presumed case of COVID-19 because Rite Aid now has free viral testing available. Go to <https://www.riteaid.com/pharmacy/services/covid-19-testing> to find Rite Aid testing locations. Associates must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection.*

Prolonged Period: 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection).

Quarantine: Separating and restricting your movement (i.e., not coming to work), whether directed by a medical professional or by yourself.

Social Distancing: Avoiding gatherings of 10 or more people. If you have to be around people, keep 6 feet between you and other people when possible.

Administrative Leave: An unpaid, job-protected leave initiated because the associate has concerns about coming to work. The duration of administrative leave is indefinite and will end when Rite Aid determines, in its sole discretion,

¹ For guidance on what constitutes precautions for home care and home isolation, please see the CDC’s guidance, Preventing the Spread of Coronavirus Disease 2019 in Homes and Residential Communities, available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>.

that administrative leave initiated pursuant to the COVID-19 pandemic will end. An associate may decide to return to work before Rite Aid determines that administrative leave will end.

Guidelines

Travel

Until further notice, the Company has suspended international business travel. The Company has restricted domestic travel to essential business, but if you must travel, recommendations include:

- Discussing business travel concerns with your supervisor.
- Wiping down airline seats, tray tables, and surfaces in hotel rooms with disinfecting wipes and limiting access to your hotel room by others during your stay.
- Associates who travel internationally will be required to quarantine upon return.
- Associates should avoid personal travel (domestic or international) to locations which have been deemed by the CDC to have significant outbreaks of COVID-19. Associates are encouraged to check the CDC's latest guidance on travel.
- The Company follows state-imposed quarantines related to travel. Check your state's COVID-19 travel guidelines if you plan to travel to determine if you need to quarantine upon return from your travel. *Remember that associates who engage in personal travel that results in quarantine are not eligible for pandemic pay related to that quarantine.*

Information on COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Based on what the CDC knows now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

Practice Good Hygiene

Each associate has a responsibility to help prevent the spread of COVID-19. It is very important that associates engage in good hygiene practices while at work, especially:

- Refrain from shaking hands or otherwise touching your coworkers or others.
- Frequently wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub them together until they feel dry.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- **When you need to cough or sneeze:**
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Adhere to the recommendations issued by the CDC.
- When not at work, associates are expected to practice social distancing. While at work, associates are expected to practice social distancing by keeping at least 6 feet between themselves and other people as practical.
- **Rite Aid is shipping gloves, surgical masks, and face shields to stores and distribution centers for use by associates, as they become available.** The CDC recommends the use of face coverings, and Rite Aid has mandated that associates use face coverings. The CDC has issued no recommendations on the use of gloves or face shields.

Monitor Yourself For Symptoms

Associates must monitor themselves for symptoms of COVID-19 by performing a self-assessment before coming into work and stay home if they are experiencing symptoms. The symptoms that should be monitored are fever, cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat. Associates who are experiencing symptoms of COVID-19 should consult with their healthcare provider. It is particularly important to seek medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. The CDC recommends that you call your medical provider for any other symptoms that are severe or concerning to you.

Important: An associate who reports to work despite knowledge of that associate's positive COVID-19 viral test will be subject to discipline, up to and including immediate termination.

Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately.

What to Do if You're Effected by COVID-19

Associates are encouraged to stay home if they have a fever or other symptoms of COVID-19, and should consult with their healthcare provider. Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately. These Guidelines require the following actions be taken to reduce the spread of COVID-19:

- **Confirmed/Presumed Case of COVID-19:** Associates should stay home if they have a confirmed/presumed case of COVID-19 or have been ordered to quarantine by a governmental entity. Associates can return to work when cleared by their healthcare provider.
- **Experiencing Symptoms Consistent with COVID-19:** An associate who is experiencing symptoms of COVID-19 should stay home, consult with his or her healthcare provider, and follow the healthcare provider's direction. Associates should be aware that Rite Aid has many COVID-19 viral testing sites. A current list of Rite Aid testing sites is available here: <https://www.riteaid.com/pharmacy/services/covid-19-testing>. Associates may use this link to arrange for current free viral testing at a Rite Aid. If there is not a Rite Aid providing testing close to you, contact your HR Leader or Regional Leader to determine where you can get tested through a partnership with the U.S. Department of Health and Human Services. **Associates who wish to receive Pandemic Pay** while out of work due to experiencing symptoms must register to have a COVID-19 viral test within 24 hours of first experiencing symptoms. Associates must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection. Associates who do not arrange to have a COVID-19 viral test must contact the Benefits Service Center to be placed on administrative leave and may return to work when fever free for 3 days, symptom free, and 7 days have passed since the associate first experienced any symptoms.
- **Exposure:** Associates should stay home in quarantine for 14 calendar days from the date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) if they suspect that they have been exposed to COVID-19. Individuals who are well but reside with or otherwise care for someone who has a confirmed/presumed case of COVID-19 should stay home for 14 calendar days in quarantine to ensure that they do not exhibit any symptoms.
- **Travel:** Associates who are returning from international travel must stay home for at least 14 calendar days following their return. Check the CDC's publication "Coronavirus Disease 2019 Information for Travel" for information on Level 3 areas. **This does not apply to pharmacists commuting from Canada.**

Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.

If an associate travels for personal reasons and that travel would require the associate to quarantine after such travel, the associate will need to quarantine but will not be eligible for Pandemic Pay.

- **Living With/Caring For Person With Symptoms Awaiting Test Results:** An associate who has no symptoms of COVID-19, has not been using recommended precautions for home care and home isolation, and lives with, is an intimate partner of, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 should stay home until the person with symptoms receives the results of his or her viral test. If the test is positive, the associate should stay home in quarantine for 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms). If the test is negative, the associate should return to work if the associate has no symptoms.

Associate Notification Responsibilities

Associates must immediately notify their supervisor if they:

- Need to stay home because they are experiencing symptoms of COVID-19.
- Have been a confirmed or presumed case of COVID-19 as determined by a healthcare provider or a public health official.
- Are subject to mandatory or suggested quarantine related to COVID-19 by a healthcare provider or a public health official (including the beginning and end dates of the quarantine period).
- Know or suspect exposure to someone with a confirmed/presumed COVID-19 diagnosis.
- Have recently traveled to a location identified as CDC Level 3.
- Are planning to travel to a CDC Level 3 area on a personal trip in the next 60 days.
- Have no symptoms of COVID-19 but live with, care for, or have been exposed to a person who does have symptoms and who is being tested for COVID-19 using a viral test.
- Have requested an administrative leave.

All associates who need to initiate administrative leave pursuant to these Guidelines should (1) notify their supervisor, and (2) contact the Benefits Service Center to initiate the leave.

Associates who knowingly violate these Guidelines could face disciplinary action.

Pandemic Pay

Associates will receive up to two weeks of pay in the following circumstances:

- Associate who has a confirmed case of COVID-19;
- Associate is experiencing symptoms of COVID-19 and waiting on viral test results (and the associate registered for a COVID-19 viral test within 24 hours of experiencing symptoms);
- Associate is sent home because he or she is not permitted to work after screening (and, if the reason the associate was sent home was due to symptoms, the associate has registered for a COVID-19 viral test within 24 hours of being sent home and is waiting on test results); or
- Associate is quarantined due to exposure to COVID-19.

Note: Associates who are excluded from work due to personal travel will not receive Pandemic Pay. Associates experiencing symptoms or sent home due to screening must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection.

An associate who is on administrative leave for one of the reasons outlined in these Guidelines may take any available, accrued vacation or sick time if the associate is not receiving Pandemic Pay.

School or Daycare Closure

If your child's school or daycare closes, it is expected that you attempt to find alternative childcare, switch shifts, or take any other measures to be available for work. If you cannot, you will be placed on an unpaid, job-protected administrative leave. During this time, you may use accrued time off.

Rite Aid pharmacists and RediClinic clinicians and medical assistants are healthcare professionals and are expected to take every possible measure to ensure that they can maintain operations.

Planned Vacations or Vacation Days

Please work with your HR representative and supervisor to address pre-planned vacations or vacation days.

Company Response

After receiving relevant information, the Company will take prompt and appropriate action(s) to reduce the spread of COVID-19 in the workplace. The Company also reserves the right to require associates to stay home or work from home depending on the particular circumstances.

The Company's decisions regarding excluding individuals from the workplace will be based on current and well-informed judgements concerning information available about COVID-19, the risks of transmitting COVID-19 to others, and the symptoms and special circumstances of each individual who has (or has been exposed to) COVID-19. The Company will follow all applicable regulations or instructions issued by federal, state or local public health authorities, the CDC, or other governmental agencies. The Company will generally follow guidelines or recommendations issued by these sources, taking into account the particular workplace circumstances.

Leaves of Absence

All requests for administrative leave under these Guidelines shall be initiated through the Benefits Service Center. The Benefits Service Center can be reached at 1-800-343-1390. Please understand that the Benefits Service Center may be overwhelmed; please be patient.

Return to Work

After Being Confirmed or Presumed to Have COVID-19: If an associate is confirmed or presumed to have COVID-19 (even if not showing symptoms), he or she should return to the workplace only after being released by a medical professional and providing corresponding documentation.

After Experiencing Symptoms Consistent with COVID-19 and Awaiting Test Results: An associate who is experiencing symptoms of COVID-19 and is awaiting viral test results should stay home until receiving the results of the test. If the viral test is positive, the associate should follow the guidance under "After Being Confirmed to Have COVID-19." If the viral test is negative, the associate should come back to work.

After Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19: An associate who is off work to care for a family member with confirmed/presumed COVID-19 or who lives with a person with confirmed/presumed COVID-19 may only return to work 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and the associate is not experiencing any symptoms of COVID-19.

After Travel: An associate that has traveled internationally must stay off work for 14 calendar days following return, and may only return to work if the associate is not experiencing any symptoms of COVID-19. **This does not apply to pharmacists commuting from Canada. Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.**

After Quarantine: An associate who is quarantined due to exposure to a confirmed/presumed case of COVID-19 may return to work after 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and only if the associate is not experiencing any symptoms of COVID-19.

After Being on Administrative Leave: An associate who has been on administrative leave must return to work on the earlier of the following events: (a) Rite Aid determines, in its sole discretion, that administrative leave will end, or (2) the associate determines that it is safe to return to work.

After Reporting Exposure to a Person Who Has Symptoms and is Being Tested for COVID-19: An associate who has no symptoms of COVID-19 but lives with, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 (using a viral test) should return to work if the test is negative and the associate has no symptoms. If the viral test is positive, the associate should follow the guidance under either "After Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19" above or "After Quarantine" as applicable.

Group Health Insurance During Leave

If an associate participates in an employer-sponsored group health plan, benefits may be maintained in accordance with any protections offered under the applicable leave policy. Unless otherwise specified in the relevant policy, whenever an associate is receiving pay during a qualifying leave of absence where health insurance benefits are maintained, the associate's portion of the group health plan premium will be deducted from the associate's paycheck. Associates should contact Human Resources with any questions regarding continuing benefits during any leave.

Discrimination and Retaliation Prohibited

The Company strictly prohibits and will not tolerate any retaliation or discrimination against any individual based on the individual having been exposed to and/or being diagnosed with COVID-19. Any individual who believes that he or she has been wrongfully retaliated against or discriminated against should immediately notify Human Resources.

Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of any associate medical information will be maintained in accordance with applicable law and to the fullest extent practicable under the circumstances. The Company is committed to complying with all applicable federal, state, and local laws that protect the privacy of persons who have COVID-19. The Company reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been a confirmed/presumed case of COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

Abuse

In cases of suspected abuse of leave granted in relation to COVID-19, an investigation by Human Resources may be initiated. If it is found through the investigation that the associate has used COVID-19 related leave in an improper manner, discipline, up to and including termination, may be taken against the associate.

Questions

Associates who have any questions or concerns regarding these Guidelines should contact Human Resources.

Resources

World Health Organization Information: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

CDC Information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>



Effective Date	11/17/2020
Previous Version Date	10/12/2020
Owner	HR

Policy Regarding Gloves, Face Coverings, and Face Shields

Statement

Rite Aid (the “Company”) is providing associates in Rite Aid stores, distribution centers, the ice cream plant, the Information Technology Center, the Fixture Distribution Center, the Print Shop, and Central Fill (together, the “Rite Aid Locations”) with gloves, surgical masks, and cloth face coverings. Associates who work in stores and distribution centers are being provided with face shields. This Policy, together with related Guidelines from the Company, discuss safe use of these materials.

Scope & Enforcement

This Policy, together with other Guidelines from the Company, apply to all associates working in all Rite Aid Locations. Further, this Policy articulates the minimum safety-related standards regarding the use of gloves, face coverings and face shields and is applicable to all such associates.

Failure to adhere to this Policy may result in disciplinary action, up to and including termination of employment.

All Rite Aid Managers (include Store Managers, Pharmacy Managers or Manager(s) on duty at our stores) are responsible for ensuring adherence to this Policy and the failure to do so may result in disciplinary action, up to and including termination of employment.

Policy Requirements

Mandatory Face Covering Requirement

1. Associates **must** wear face coverings while at work at any Rite Aid Location. Pharmacists, pharmacy technicians, and pharmacy cashiers **must** wear a surgical mask, disposable mask, the Rite Aid-provided cloth face mask, or another *well-fitting* cloth face covering that does not leave gaps at the side of the wearer’s face (see definition section below for more information). All other associates may also wear any face covering of their own that meets CDC guidelines.¹
2. Face coverings **must** be worn over the nose and mouth. Face coverings **must not** be pulled down under the chin, or worn so that the mouth or nose is exposed (refer to the diagram below for an illustration of correct usage).
3. **Exceptions:**
 - a. If an associate has a medical condition that prohibits the use of a face covering, the associate **must** request an accommodation through the accommodation process. Based on updated CDC guidance, as of October 12, 2020, face shields will no longer be considered effective alternatives to wearing face coverings. All associates who need an accommodation must request one by October 12, 2020.
 - b. Associates do not need to wear a face covering while eating or drinking, but must maintain social distancing when removing a face covering to eat or drink.
 - c. Associates do not need to wear a face covering when they are alone in a room with the door closed.
 - d. If you are trying to help a customer who is deaf or hard of hearing, or if your face mask is making verbal communication difficult for a customer either in person or at the drive thru, please find your face shield, put on the face shield, and remove your mask to assist the customer. Please make sure to keep a six foot distance from the customer when you switch from your face covering to your face shield. In this circumstance you **must** wear a Rite Aid-provided face shield. If you’re in a location where you can write out what you are saying, this may be helpful and less frustrating for both you and the deaf or hard of hearing person and avoid misunderstanding.
4. Before putting on or adjusting your face covering, put on gloves or wash your hands with soap and water for at least 20 seconds or clean your hands with a hand sanitizer that contains at least 60% alcohol.
5. Associates **must not** reverse, move, or remove their face coverings unnecessarily while working. Associates **must** wear face coverings while working at any Rite Aid Location.
6. Associates **must not** share their face coverings with others.

¹ You can find instructions from the CDC on how to make a cloth face covering here:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

General Guidelines

1. The CDC recommends that all individuals who work in pharmacies should wear face coverings, and as well as all other individuals working in public settings where other social distancing measures are difficult to maintain and in areas of significant community-based transmission. Most states and municipalities also require individuals to wear face coverings in public.
2. Associates are being provided with cloth face coverings and surgical masks. The CDC states that masks offer some protection to you and are also meant to protect those around you, in case you are unknowingly infected with the virus that causes COVID-19.
3. Associates are being provided with gloves. The CDC has not mandated the use of gloves while at work. Associates may wear gloves at their discretion. Guidelines for the safe use of gloves are provided below.
4. Associates are being provided with face shields. The CDC has not mandated the use of face shields while at work. Associates may wear face shields at their discretion as an additional measure of protection, but not in place of a face covering.

Surgical Face Mask Guidance

1. Be careful not to touch your eyes, nose, and mouth when removing your mask.
2. Before removing your mask, wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
3. Avoid touching the mask itself, as it could be contaminated. Hold it by the loops, ties, or bands only. Carefully remove the mask from your face once you unhook both ear loops, untie the bottom bow first, followed by the top one, or remove the bottom band first by lifting it over your head, then do the same with the top band.
4. Holding the mask loops, ties, or bands, discard the mask by placing it in a plastic bag, tying the bag shut, and discarding the bag in a trash bin.
5. After removing the mask, wash your hands thoroughly or use hand sanitizer.
6. If your face mask becomes soiled during your shift, dispose of it and put on a fresh face mask.

Cloth Face Covering Guidance





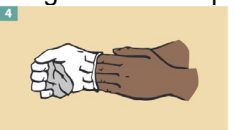


1. Immediately wash your hands with soap and water for at least 20 seconds before and after using or adjusting a face covering. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
2. Make sure that the face covering covers your nose and mouth.
3. Be careful not to touch your eyes, nose, or mouth when removing the cloth face covering.
4. Use a bag or bin to store cloth face coverings until they can be laundered with detergent and hot water and dried on a hot cycle. Cloth face coverings should be washed after each shift. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on or adjusting the mask, and avoid touching your face. Discard cloth face coverings that: have stretched out or damaged ties or straps, no longer cover the mouth and nose, don't stay on the face, or have any rips or holes. Discard ghluv face coverings that were distributed in April/May 2020.

Face Shields

1. Store and distribution center associates may wear face shields in addition to face coverings. Each associate should label his or her face shield with permanent marker or a label. We do not recommend adding any decals or additional decoration to the shield, as you must be able to clean all surfaces to prevent the spread of infection. Face shields may not be altered or shortened.
2. Face shields may be taken home or left at work. If you leave your face shield at work, leave it in the manager's office or the pharmacy, as applicable.
3. Your face shield should be cleaned after each shift. Your face shield can be cleaned with bleach, ammonia, or peroxide wipes without streaking or discoloring. If your face shield develops a film, wash the face shield with hot water and soap.
4. Wearing a face shield does not eliminate the need to wear a face covering. If you decide to wear a face shield, you must still wear a face covering.

Gloves²

The CDC has not issued guidance on wearing gloves, but associates may choose to wear gloves. If you work in a jurisdiction that requires associates to wear gloves (like New Jersey), you **must** comply. If you choose to wear gloves, pull a glove on each hand and extend to cover the wrist. To remove the gloves, follow these steps:

1. Grasp the outside of one glove at the wrist. Do not touch your bare skin. 	2. Grasp the outside of one glove at the wrist. Do not touch your bare skin. 
3. Peel the glove away from your body, pulling it inside out. 	4. Hold the glove you just removed in your gloved hand. 
5. Peel off the second glove by putting your fingers inside the glove at the top of your wrist. 	6. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second. 
7. Dispose of the gloves safely. Do not reuse the gloves. 	8. Clean your hands immediately after removing gloves.

Definitions

Face Covering: A face covering is a surgical mask or a covering that is made of cloth that covers the nose and mouth without an exhalation valve or vent. Associates are being provided with cloth face coverings and surgical masks.

Masks and face coverings must:

- Fit snugly but comfortably against the side of the face without having any gaps;
- Completely cover the nose and mouth;
- Be secured with ties or ear loops;
- Include multiple layers of fabric;
- Allow for breathing without restriction; and
- (For cloth face coverings): Be able to be laundered and machine dried without damage or change to shape.

Masks and face coverings **must not**:

- Be made of fabric that makes it impossible to breath effectively (for example, vinyl, plastic, or rubber);
- Be made of lace or other perforated fabric; or
- Have exhalation valves or vents which allow virus particles to escape, as shown in the images below.



Examples of unacceptable face coverings are gaiters, bandanas, and t-shirts pulled up over the nose and/or the use of face shields in place of wearing a face covering.

Gaiter: A gaiter is a fabric covering in the form of a closed loop worn around the neck that can extend to cover the lower part of the face. The image to the right is an example of an ineffective gaiter from the CDC's website.

Face Shield: A clear plastic shield that fits over the head and covers the face from the forehead to below the chin.



² Source: CDC Publication: How to Remove Gloves.



Effective Date	10/06/2020
Previous Version Date	07/21/2020
Owner	HR

Procedure for Response to Associate Confirmed/Presumed Case of COVID-19 – Store Associates

Statement

This procedure sets forth the steps to take when an associate reports that he or she has a confirmed or presumed case of COVID-19 and has worked in our stores in the last 14 days. These procedures are being initiated because of the “medium level” of risk (as defined by the CDC) related to having an associate with a confirmed or presumed case of COVID-19 working in our stores, as opposed to situations where a customer with a confirmed or presumed case of COVID-19 has been in the store (which the CDC has identified as a low risk situation).

Scope

These Guidelines apply to all associates working in Rite Aid stores. (They do not apply to associates working in RediClinics; RediClinic has or is developing its own procedures.)

Definitions

Confirmed Associate: Associate with a confirmed case of COVID-19 using a viral COVID-19 test. A confirmed case of COVID-19 can only be determined by a medical professional after appropriate testing procedures. A Confirmed Associate, for the purpose of this procedure, does not include an associate who has a positive antibody test.

Presumed Associate: Associate who has symptoms of COVID-19, but whose healthcare provider does not suggest or order COVID-19 testing because the healthcare provider presumes that the associate has COVID-19, and the healthcare provider provides documentation accordingly. If a healthcare provider provides documentation indicating that an associate should quarantine because the associate is experiencing symptoms consistent with COVID-19, that associate will be considered a “Presumed Associate.”

Procedures

When an associate reports that he or she has a confirmed (with a viral test) or presumed case of COVID-19, follow these steps:

1. The person who received the information from the Confirmed or Presumed Associate contacts their store manager and pharmacy manager.
Responsible Party: The associate to whom the report was made.
2. The store manager and pharmacy manager should place a call to the Regional Retail, Pharmacy and HR Leaders who will inform Divisional Vice Presidents and Divisional HR Leaders.
Responsible Party: Store manager and pharmacy manager should work together to accomplish.
3. Regional or Divisional HR Leader sends an email to Confirmed Case Notification@riteaid.com (this will auto-populate to an email address: notification@riteaid.com) and Field Leadership Team (Divisional and Regional Retail, Pharmacy, and HR).
Responsible Party: Regional or Divisional HR Leader.

The email can follow this format:

Subject: Confirmed or Presumed Associate Case in Store # XXXX
Confirmed or Presumed Associate Name and Associate Number:
Indicate whether the Associate is Confirmed or Presumed:
Confirmed Associate Contact Phone Number (Confirmed Case Only):
Confirmed Associate Home Address (Confirmed Case Only):
Confirmed Associate Date of Birth (Confirmed Case Only):
Store Number:
Store Address:
Confirmed or Presumed Associate's Union Affiliation:
Time and Date of Confirmed or Presumed Diagnosis (if known):
Last Date that the Confirmed or Presumed Associate Worked:
Date the Store was Notified of the Confirmed or Presumed Associate's Diagnosis:

4. Close the store (after receiving authorization from a Regional Leader) to the public if the Confirmed or Presumed Associate worked within the last 7 days. The drive-thru may remain open, unless the Confirmed or Presumed Associate was working in the drive-thru area (in which case the store is closed completely).
 - a. Post a sign explaining that the store is temporarily closed. (Use the sign that says the store is temporarily closed.) Advise customers to pick up prescriptions at drive thru (if it is able to stay open).
 - b. If customers ask, tell them that the store is closed for extra cleaning. Do not disclose the identity of the associate who has the confirmed or presumed case of COVID-19.

Responsible Party: Store Manager and Pharmacy Manager should work together to accomplish.

5. If the Confirmed or Presumed Associate worked in the last 7 days, order fogging and cleaning services. *Remember that fogging and cleaning services do not need to be ordered for an associate who has received a positive antibody test because the antibody test does not indicate active infection.* Once the fogging begins, **all associates** should leave the building. Regional Retail Leader/Regional Pharmacy Leader calls the facilities maintenance call center at 866-532-9927 and requests Level 2 Sanitization, and provides store contact info to CSR. Trigger words for the presumed/confirmed case sanitization will be "Level 2", "fogging" or "aerosol."

Responsible Party: Regional Retail Leader or Regional Pharmacy Leader and Facilities

6. Ask the Confirmed or Presumed Associate to identify which coworkers, vendors, or customers he or she came into close contact with in the last 14 days, which includes the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms. "Close contact" means that the Confirmed or Presumed Associate was within 6 feet of a coworker, vendor, or customer for 15 or more minutes.

Responsible Party: HR Leader

7. Ask the Confirmed or Presumed Associate if he or she consents to Rite Aid sharing his or her name and confirmed or presumed status with coworkers, vendors who delivered items during the associate's shifts, and customers over the last 14 days (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms).

Responsible Party: HR Leader

8. If the Confirmed or Presumed Associate consents, email the Confirmed or Presumed Associate stating that you are writing to confirm that the Confirmed or Presumed Associate has consented to his or her name and confirmed or presumed status being shared, and ask the associate to simply respond "Yes." If the Confirmed or Presumed Associate does not have email, the same communication and confirmation can happen by text message.

Responsible Party: HR Leader

9. Contact store associates as follows:

- a. If the Confirmed or Presumed Associate has consented to the disclosure of his or her identity, call associates who had close contact with the Confirmed or Presumed Associate to tell them that they were in close contact with the Confirmed or Presumed Associate and should quarantine for 14 days from the last date of exposure (which includes the 48 hour period prior to the Confirmed/Presumed Associate experiencing symptoms) as well as their eligibility to receive Pandemic Pay. If a Confirmed or Presumed Associate had close contact with a vendor

employee, the HR Leader will work with the Regional Leader to notify the vendor. If a Confirmed or Presumed Associate had close contact with a customer, the HR Leader will work with the Regional Leader to notify the customer. Other associates who were not identified as having close contact with the Confirmed or Presumed Associate should be notified by the manager on duty about the Confirmed or Presumed Associate's status; if any of those associates believe they were also in close contact with the Confirmed or Presumed Associate in the previous 14 days (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms), they should self-quarantine for 14 days from the date of exposure and will receive Pandemic Pay. Tell the associates to monitor themselves for symptoms and contact a healthcare provider if they experience symptoms.

- b. If the Confirmed or Presumed Associate did not consent to the disclosure of his or her identity, tell each associate, vendor, or customer who was explained to be in close contact with the Confirmed or Presumed Associate that they were in close contact with an associate who has a confirmed or presumed case of COVID-19 and should quarantine for 14 days from the date of exposure (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms) with Pandemic Pay.
- c. If a pharmacist, pharmacy technician, or pharmacy cashier was in close contact with the Confirmed or Presumed Associate (regardless of whether the Confirmed or Presumed Associate was wearing a surgical mask or cloth face covering), and the pharmacist, pharmacy technician, or pharmacy cashier was not wearing a surgical mask, disposable mask, Rite Aid-provided cloth face covering, or another *well-fitting* cloth face covering that does not leave gaps at the side of the face, the pharmacist, pharmacy technician, or pharmacy cashier should quarantine for 14 days from the date of exposure (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms) with Pandemic Pay.
- d. If a pharmacist, pharmacy technician, or pharmacy cashier was in close contact with the Confirmed or Presumed Associate, and the pharmacist, pharmacy technician, or pharmacy cashier does not need to quarantine as described in Section 9(c) above, the pharmacist, pharmacy technician, or pharmacy cashier should continue working if he or she is asymptomatic.

Responsible Party: HR Leader

- 10. HR Leader should follow the applicable current Coronavirus Guidelines regarding who receives Pandemic Pay.

Responsible Party: HR Leader

- 11. Notify local health department to disclose the Confirmed Associate's name, contact information, and the list of associates with whom the Confirmed Associate had close contact with in the last 14 days (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms).

Responsible Party: Health Department notification team.



Effective Date	05/26/2020
Previous Version Date	05/18/2020
Owner	HR

Procedure for Temperature Screening – Store Associates

Statement & Scope

Rite Aid (the “Company”) is implementing temperature screening to protect the safety of our associates and customers, and to comply with directives and recommendations from many states, counties, and municipalities about screening associates for fevers prior to the beginning of their shifts. This Procedure applies to all Rite Aid store associates where there is not a more specific screening procedure.

Procedures

1. Each associate must check his or her temperature at the beginning of his or her shift, immediately after clocking in.
2. Store managers and pharmacy managers should ensure that all other management associates know how to use the thermometer. Each thermometer comes with instructions.
3. Each associate should perform the temperature screening, in the presence of a manager on duty (for front end) or pharmacist (for pharmacy) (while maintaining social distancing between the manager/pharmacist and the associate), and follow these guidelines:
 - a. Temperatures should be taken in a manner that is consistent with social distancing and does not reveal the thermometer reading to other associates (i.e., one at a time in a private space; if associates must wait in line to have their temperature checked, they should be spaced six feet apart).
 - b. Clean your hands with hand sanitizer that contains at least 60% alcohol.
 - c. Clean thermometer before using with rubbing alcohol and a cotton swab, an alcohol prep pad, or sanitizing wipes, then wipe the unit dry.
 - d. Take your temperature according to thermometer instructions. (Generally, aim nozzle at your forehead and depress trigger to take your temperature reading while holding the unit 1-2 inches from your forehead.)
 - e. **Take your temperature a second time.**
 - f. After use, clean the thermometer as instructed in step c.
4. Thermometers are in high demand and short supply. In order to ensure that thermometers are not accessible by customers and therefore not subject to theft, it is very important to store thermometers in a space that is inaccessible to the public (in the immunization chart in the pharmacy) or a locked room (in a clean container in the manager’s office). *Do not leave thermometers in consultation rooms.*
5. If the associate has a fever of 100 °F or higher on either of the two readings, he or she should report that to the pharmacist or manager on duty and immediately leave the workplace. The pharmacist or manager on duty, as appropriate, should email the Tracy Adams (tladams@riteaid.com) using the template below. *Associates who have fevers should consult the applicable Coronavirus (COVID-19) Guidelines – Noncorporate for instructions regarding qualifying for Pandemic Pay.*

The email can follow this format:

Subject: Temperature Screening in Store # XXXX
Associate Name and Associate Number:
Store Number:
Store Address:
Time and Date of Temperature Screening:

6. If an associate takes his or her temperature at home prior to work, and the associate has a fever of 100 °F or higher, then the associate should not come to work. *Associates who have fevers should consult the applicable Coronavirus (COVID-19) Guidelines – Noncorporate for instructions regarding qualifying for Pandemic Pay.*
7. As a precautionary measure, the pharmacist and manager on duty should work together to see that associates on duty wipe down the area where the feverish associate was working in the last 14 days and common spaces with Purell Disinfectant Spray or a disinfectant described in guidance on how to make Alternative Sanitization Disinfectant Solution published on April 3, 2020. You do not need to close, fog, or order deep cleaning as the result of an associate having a fever. If it is later learned that the associate has a confirmed or presumed case of COVID-19, follow the appropriate procedures. *The manager on duty and pharmacist should refrain from disclosing the name of the associate with the fever to the associate’s*

coworkers or customers, and do not need to make a record of the associate's temperature reading except for sending the email to Tracy Adams as described in step 5.

8. If the associate is experiencing symptoms of COVID-19, he or she should contact a healthcare provider. If the associate has not been tested for COVID-19, the associate may return to work once he or she has been fever-free for 72 hours without the use of fever reducing medication, is not experiencing other symptoms of COVID-19, and it has been 7 days since the onset of any other symptoms.



Effective Date	12/04/2020
Previous Version Date	10/27/2020
End Date	Indefinite
Owner	HR

Coronavirus Disease (COVID-19) Guidelines – Noncorporate (California)

Statement

It is the goal of Rite Aid (the “Company”) to take steps to reduce the spread of Coronavirus (“COVID-19”) in the workplace and to protect the wellness of all associates and customers. These Guidelines set forth the responsibilities of all associates to minimize the risk of the spread of COVID-19. Please understand that these Guidelines cannot anticipate all possible situations, so please be patient as we respond to this rapidly changing situation.

Scope

These Guidelines apply to all associates of Rite Aid who work outside of corporate or field offices (such as Rite Aid stores and distribution centers) in California.

Definitions

Exposure: A person is exposed to COVID-19 when he or she answers yes to any of the following questions:

- Is the associate living in the same household as, an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptoms and a confirmed/presumed case of COVID-19 and the associate has not been using recommended precautions for home care and home isolation¹?
- Has the associate been in close contact for a prolonged period of time with a person with a confirmed/presumed case of COVID-19 who is displaying symptoms?
- Has the associate been in contact with respiratory secretions (i.e., you were coughed on) by a person with a confirmed/presumed case of COVID-19?
- Has the associate been in the same indoor environment with a person with a confirmed/presumed case of COVID-19 for a prolonged period of time (i.e., in the same classroom or same hospital waiting room)?

Close Contact: Within 6 feet.

Confirmed Case: A situation where a person has tested positive for COVID-19 using a viral test.

Presumed Case: A situation where a person has symptoms of COVID-19, but the person’s healthcare provider does not suggest or order COVID-19 testing because the healthcare provider presumes that the person has COVID-19, and the healthcare provider has provided documentation accordingly.

Prolonged Period: 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection).

Quarantine: Separating and restricting your movement (i.e., not coming to work), whether directed by a medical professional or by yourself.

Social Distancing: Avoiding gatherings of 10 or more people. If you have to be around people, keep 6 feet between you and other people when possible.

Administrative Leave: An unpaid, job-protected leave initiated because the associate has concerns about coming to work. The duration of administrative leave is indefinite and will end when Rite Aid determines, in its sole discretion, that administrative leave initiated pursuant to the COVID-19 pandemic will end. An associate may decide to return to work before Rite Aid determines that administrative leave will end.

¹ For guidance on what constitutes precautions for home care and home isolation, please see the CDC’s guidance, Preventing the Spread of Coronavirus Disease 2019 in Homes and Residential Communities, available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>.

Guidelines

Travel

Until further notice, the Company has suspended international business travel. The Company has restricted domestic travel to essential business, but if you must travel, recommendations include:

- Discussing business travel concerns with your supervisor.
- Wiping down airline seats, tray tables, and surfaces in hotel rooms with disinfecting wipes and limiting access to your hotel room by others during your stay.
- Associates who travel internationally will be required to quarantine upon return.
- Associates should avoid personal travel (domestic or international) to locations which have been deemed by the CDC to have significant outbreaks of COVID-19. Associates are encouraged to check the CDC's latest guidance on travel.
- The Company follows state-imposed quarantines related to travel. Check your state's COVID-19 travel guidelines if you plan to travel to determine if you need to quarantine upon return from your travel. *Remember that associates who engage in personal travel that results in quarantine are not eligible for pandemic pay related to that quarantine.*

Information on COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Based on what the CDC knows now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

Practice Good Hygiene

Each associate has a responsibility to help prevent the spread of COVID-19. It is very important that associates engage in good hygiene practices while at work, especially:

- Refrain from shaking hands or otherwise touching your coworkers or others.
- Frequently wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- **When you need to cough or sneeze:**
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Adhere to the recommendations issued by the CDC.
- When not at work, associates are expected to practice social distancing. While at work, associates are expected to practice social distancing by keeping at least 6 feet between themselves and other people as practical.
- **Rite Aid is shipping gloves, surgical masks, and face shields to stores and distribution centers for use by associates, as they become available.** The CDC recommends the use of face coverings, and Rite Aid has mandated that associates use face coverings. The CDC has issued no recommendations on the use of gloves or face shields.

Monitor Yourself For Symptoms

Associates must monitor themselves for symptoms of COVID-19 by performing a self-assessment before coming into work and stay home if they are experiencing symptoms. The symptoms that should be monitored are fever, cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat. Associates who are experiencing symptoms of COVID-19 should consult with their healthcare provider. It is particularly important to seek medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. The CDC recommends that you call your medical provider for any other symptoms that are severe or concerning to you.

Important: An associate who reports to work despite knowledge of that associate's positive COVID-19 viral test will be subject to discipline, up to and including immediate termination.

Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately.

What to Do if You're Effected by COVID-19

Associates are encouraged to stay home if they have a fever or other symptoms of COVID-19, and should consult with their healthcare provider. Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately. These Guidelines require the following actions be taken to reduce the spread of COVID-19:

- **Confirmed/Presumed Case of COVID-19:** Associates should stay home if they have a confirmed/presumed case of COVID-19 or have been ordered to quarantine by a governmental entity. Associates can return to work when cleared by their healthcare provider.
- **Experiencing Symptoms Consistent with COVID-19:** An associate who is experiencing symptoms of COVID-19 should stay home, consult with his or her healthcare provider, and follow the healthcare provider's direction. Associates are encouraged to get a free COVID-19 viral test, and should contact an HR Leader or Regional Leader to determine where they can get tested for free through a partnership with the U.S. Department of Health and Human Services. Associates who do not arrange to have a COVID-19 test may return to work when fever free for 3 days, symptom free, and 7 days have passed since the associate first experienced any symptoms.
- **Exposure:** Associates should stay home in quarantine for 10 calendar days from the date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) if they suspect that they have been exposed to COVID-19, and may return to work on the 11th day following exposure if not experiencing symptoms and must continue to monitor for symptoms. Individuals who are well but reside with or otherwise care for someone who has a confirmed/presumed case of COVID-19 should stay home for 10 calendar days in quarantine to ensure that they do not exhibit any symptoms, and may return to work on the 11th day following exposure if not experiencing symptoms and must continue to monitor for symptoms.
- **Travel:** Associates who are returning from international travel must stay home for at least 14 calendar days following their return. Check the CDC's publication "Coronavirus Disease 2019 Information for Travel" for information on Level 3 areas. **This does not apply to pharmacists commuting from Canada. Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.**
- **Living With/Caring For Person With Symptoms Awaiting Test Results:** An associate who has no symptoms of COVID-19, has not been using recommended precautions for home care and home isolation, and lives with, is an intimate partner of, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 should stay home until the person with symptoms receives the results of his or her viral test. If the test is positive, the associate should stay home in quarantine for 10 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person

experiencing symptoms), and may return to work on the 11th day following exposure if not experiencing symptoms and must continue to monitor for symptoms. If the test is negative, the associate should return to work if the associate has no symptoms.

Associate Notification Responsibilities

Associates must immediately notify their supervisor if they:

- Need to stay home because they are experiencing symptoms of COVID-19.
- Have been a confirmed or presumed case of COVID-19 as determined by a healthcare provider or a public health official.
- Are subject to mandatory or suggested quarantine related to COVID-19 by a healthcare provider or a public health official (including the beginning and end dates of the quarantine period).
- Know or suspect exposure to someone with a confirmed/presumed COVID-19 diagnosis.
- Have recently traveled to a location identified as CDC Level 3.
- Are planning to travel to a CDC Level 3 area on a personal trip in the next 60 days.
- Have no symptoms of COVID-19 but live with, care for, or have been exposed to a person who does have symptoms and who is being tested for COVID-19.
- Have requested an administrative leave.

All associates who need to initiate administrative leave pursuant to these Guidelines should (1) notify their supervisor, and (2) contact the Benefits Service Center to initiate the leave.

Associates who knowingly violate these Guidelines could face disciplinary action.

Pandemic Pay

Associates will receive up to two weeks of pay in the following circumstances:

- Associate who has a confirmed case of COVID-19;
- Associate is experiencing symptoms of COVID-19;
- Associate is sent home because he or she is not permitted to work after screening; or
- Associate is quarantined due to exposure to COVID-19.

Note: Associates who are excluded from work due to personal travel will not receive Pandemic Pay.

An associate who is on administrative leave for one of the reasons outlined in these Guidelines may take any available, accrued vacation or sick time if the associate is not receiving Pandemic Pay.

School or Daycare Closure

If your child's school or daycare closes, it is expected that you attempt to find alternative childcare, switch shifts, or take any other measures to be available for work. If you cannot, you will be placed on an unpaid, job-protected administrative leave. During this time, you may use accrued time off.

Rite Aid pharmacists and RediClinic clinicians and medical assistants are healthcare professionals and are expected to take every possible measure to ensure that they can maintain operations.

Planned Vacations or Vacation Days

Please work with your HR representative and supervisor to address pre-planned vacations or vacation days.

Company Response

After receiving relevant information, the Company will take prompt and appropriate action(s) to reduce the spread of COVID-19 in the workplace. The Company also reserves the right to require associates to stay home or work from home depending on the particular circumstances.

The Company's decisions regarding excluding individuals from the workplace will be based on current and well-informed judgements concerning information available about COVID-19, the risks of transmitting COVID-19 to others, and the symptoms and special circumstances of each individual who has (or has been exposed to) COVID-19. The

Company will follow all applicable regulations or instructions issued by federal, state or local public health authorities, the CDC, or other governmental agencies. The Company will generally follow guidelines or recommendations issued by these sources, taking into account the particular workplace circumstances.

Leaves of Absence

All requests for administrative leave under these Guidelines shall be initiated through the Benefits Service Center. The Benefits Service Center can be reached at 1-800-343-1390. Please understand that the Benefits Service Center may be overwhelmed; please be patient.

Return to Work

After Being Confirmed or Presumed to Have COVID-19: If an associate is confirmed or presumed to have COVID-19 (even if not showing symptoms), he or she should return to the workplace only after being released by a medical professional and providing corresponding documentation.

After Experiencing Symptoms Consistent with COVID-19 and Awaiting Test Results: An associate who is experiencing symptoms of COVID-19 and is awaiting viral test results should stay home until receiving the results of the test. If the viral test is positive, the associate should follow the guidance under “After Being Confirmed to Have COVID-19.” If the viral test is negative, the associate should come back to work.

After Experiencing Symptoms Consistent with COVID-19: Associates who have experienced symptoms of COVID-19 may return to work when fever free for 3 days, symptom free, and 7 days have passed since the associate first experienced any symptoms.

After Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19: An associate who is off work to care for a family member with confirmed/presumed COVID-19 or who lives with a person with confirmed/presumed COVID-19 may only return to work on the 11th day following the date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and the associate is not experiencing any symptoms of COVID-19 and continues monitoring for symptoms.

After Travel: An associate that has traveled internationally must stay off work for 10 calendar days following return, and may only return to work on the 11th day following travel if the associate is not experiencing any symptoms of COVID-19. **This does not apply to pharmacists commuting from Canada. Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.**

After Quarantine: An associate who is quarantined due to exposure to a confirmed/presumed case of COVID-19 may return to work on the 11th day following exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and only if the associate is not experiencing any symptoms of COVID-19 and continues monitoring for symptoms.

After Being on Administrative Leave: An associate who has been on administrative leave must return to work on the earlier of the following events: (a) Rite Aid determines, in its sole discretion, that administrative leave will end, or (2) the associate determines that it is safe to return to work.

After Reporting Exposure to a Person Who Has Symptoms and is Being Tested for COVID-19: An associate who has no symptoms of COVID-19 but lives with, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 (using a viral test) should return to work if the test is negative and the associate has no symptoms. If the viral test is positive, the associate should follow the guidance under either “After Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19” above or “After Quarantine” as applicable.

Group Health Insurance During Leave

If an associate participates in an employer-sponsored group health plan, benefits may be maintained in accordance with any protections offered under the applicable leave policy. Unless otherwise specified in the relevant policy, whenever an associate is receiving pay during a qualifying leave of absence where health insurance benefits are maintained, the associate's portion of the group health plan premium will be deducted from the associate's paycheck. Associates should contact Human Resources with any questions regarding continuing benefits during any leave.

Discrimination and Retaliation Prohibited

The Company strictly prohibits and will not tolerate any retaliation or discrimination against any individual based on the individual having been exposed to and/or being diagnosed with COVID-19. Any individual who believes that he or she has been wrongfully retaliated against or discriminated against should immediately notify Human Resources.

Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of any associate medical information will be maintained in accordance with applicable law and to the fullest extent practicable under the circumstances. The Company is committed to complying with all applicable federal, state, and local laws that protect the privacy of persons who have COVID-19. The Company reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been a confirmed/presumed case of COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

Abuse

In cases of suspected abuse of leave granted in relation to COVID-19, an investigation by Human Resources may be initiated. If it is found through the investigation that the associate has used COVID-19 related leave in an improper manner, discipline, up to and including termination, may be taken against the associate.

Questions

Associates who have any questions or concerns regarding these Guidelines should contact Human Resources.

Resources

World Health Organization Information: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

CDC Information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>



Effective Date	12/04/2020
Previous Version Date	10/27/2020
End Date	Indefinite
Owner	HR

Coronavirus Disease (COVID-19) Guidelines – Noncorporate

Statement

It is the goal of Rite Aid (the “Company”) to take steps to reduce the spread of Coronavirus (“COVID-19”) in the workplace and to protect the wellness of all associates and customers. These Guidelines set forth the responsibilities of all associates to minimize the risk of the spread of COVID-19. Please understand that these Guidelines cannot anticipate all possible situations, so please be patient as we respond to this rapidly changing situation.

Scope

These Guidelines apply to all associates of Rite Aid who work outside of corporate or field offices (such as Rite Aid stores and distribution centers) outside of California.

Definitions

Exposure: A person is exposed to COVID-19 when he or she answers yes to any of the following questions:

- Is the associate living in the same household as, an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptoms and a confirmed/presumed case of COVID-19 and the associate has not been using recommended precautions for home care and home isolation¹?
- Has the associate been in close contact for a prolonged period of time with a person with a confirmed/presumed case of COVID-19 who is displaying symptoms?
- Has the associate been in contact with respiratory secretions (i.e., you were coughed on) by a person with a confirmed/presumed case of COVID-19?
- Has the associate been in the same indoor environment with a person with a confirmed/presumed case of COVID-19 for a prolonged period of time (i.e., in the same classroom or same hospital waiting room)?

Close Contact: Within 6 feet.

Confirmed Case: A situation where a person has tested positive for COVID-19 using a viral test.

Presumed Case: A situation where a person has symptoms of COVID-19, but the person’s healthcare provider does not suggest or order COVID-19 testing because the healthcare provider presumes that the person has COVID-19, and the healthcare provider has provided documentation accordingly. *Associates should be aware that they will no longer be eligible for Pandemic Pay if they have a presumed case of COVID-19 because Rite Aid now has free viral testing available. Go to <https://www.riteaid.com/pharmacy/services/covid-19-testing> to find Rite Aid testing locations. Associates must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection.*

Prolonged Period: 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection).

Quarantine: Separating and restricting your movement (i.e., not coming to work), whether directed by a medical professional or by yourself.

Social Distancing: Avoiding gatherings of 10 or more people. If you have to be around people, keep 6 feet between you and other people when possible.

Administrative Leave: An unpaid, job-protected leave initiated because the associate has concerns about coming to work. The duration of administrative leave is indefinite and will end when Rite Aid determines, in its sole discretion,

¹ For guidance on what constitutes precautions for home care and home isolation, please see the CDC’s guidance, Preventing the Spread of Coronavirus Disease 2019 in Homes and Residential Communities, available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>.

that administrative leave initiated pursuant to the COVID-19 pandemic will end. An associate may decide to return to work before Rite Aid determines that administrative leave will end.

Guidelines

Travel

Until further notice, the Company has suspended international business travel. The Company has restricted domestic travel to essential business, but if you must travel, recommendations include:

- Discussing business travel concerns with your supervisor.
- Wiping down airline seats, tray tables, and surfaces in hotel rooms with disinfecting wipes and limiting access to your hotel room by others during your stay.
- Associates who travel internationally will be required to quarantine upon return.
- Associates should avoid personal travel (domestic or international) to locations which have been deemed by the CDC to have significant outbreaks of COVID-19. Associates are encouraged to check the CDC's latest guidance on travel.
- The Company follows state-imposed quarantines related to travel. Check your state's COVID-19 travel guidelines if you plan to travel to determine if you need to quarantine upon return from your travel. *Remember that associates who engage in personal travel that results in quarantine are not eligible for pandemic pay related to that quarantine.*

Information on COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Based on what the CDC knows now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

Practice Good Hygiene

Each associate has a responsibility to help prevent the spread of COVID-19. It is very important that associates engage in good hygiene practices while at work, especially:

- Refrain from shaking hands or otherwise touching your coworkers or others.
- Frequently wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub them together until they feel dry.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- **When you need to cough or sneeze:**
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Adhere to the recommendations issued by the CDC.
- When not at work, associates are expected to practice social distancing. While at work, associates are expected to practice social distancing by keeping at least 6 feet between themselves and other people as practical.
- **Rite Aid is shipping gloves, surgical masks, and face shields to stores and distribution centers for use by associates, as they become available.** The CDC recommends the use of face coverings, and Rite Aid has mandated that associates use face coverings. The CDC has issued no recommendations on the use of gloves or face shields.

Monitor Yourself For Symptoms

Associates must monitor themselves for symptoms of COVID-19 by performing a self-assessment before coming into work and stay home if they are experiencing symptoms. The symptoms that should be monitored are fever, cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat. Associates who are experiencing symptoms of COVID-19 should consult with their healthcare provider. It is particularly important to seek medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. The CDC recommends that you call your medical provider for any other symptoms that are severe or concerning to you.

Important: An associate who reports to work despite knowledge of that associate's positive COVID-19 viral test will be subject to discipline, up to and including immediate termination.

Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately.

What to Do if You're Effected by COVID-19

Associates are encouraged to stay home if they have a fever or other symptoms of COVID-19, and should consult with their healthcare provider. Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately. These Guidelines require the following actions be taken to reduce the spread of COVID-19:

- **Confirmed/Presumed Case of COVID-19:** Associates should stay home if they have a confirmed/presumed case of COVID-19 or have been ordered to quarantine by a governmental entity. Associates can return to work when cleared by their healthcare provider.
- **Experiencing Symptoms Consistent with COVID-19:** An associate who is experiencing symptoms of COVID-19 should stay home, consult with his or her healthcare provider, and follow the healthcare provider's direction. Associates should be aware that Rite Aid has many COVID-19 viral testing sites. A current list of Rite Aid testing sites is available here: <https://www.riteaid.com/pharmacy/services/covid-19-testing>. Associates may use this link to arrange for current free viral testing at a Rite Aid. If there is not a Rite Aid providing testing close to you, contact your HR Leader or Regional Leader to determine where you can get tested through a partnership with the U.S. Department of Health and Human Services. **Associates who wish to receive Pandemic Pay** while out of work due to experiencing symptoms must register to have a COVID-19 viral test within 24 hours of first experiencing symptoms. Associates must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection. Associates who do not arrange to have a COVID-19 viral test must contact the Benefits Service Center to be placed on administrative leave and may return to work when fever free for 3 days, symptom free, and 7 days have passed since the associate first experienced any symptoms.
- **Exposure:** Associates should stay home in quarantine for 10 calendar days from the date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) if they suspect that they have been exposed to COVID-19, and may return to work on the 11th day following exposure if you are not experiencing symptoms and must continue to monitor for symptoms. Individuals who are well but reside with or otherwise care for someone who has a confirmed/presumed case of COVID-19 should stay home for 10 calendar days in quarantine to ensure that they do not exhibit any symptoms, and may return to work on the 11th day following exposure if not experiencing symptoms and must continue to monitor for symptoms.

- **Travel:** Associates who are returning from international travel must stay home for at least 10 calendar days following their return. Check the CDC's publication "Coronavirus Disease 2019 Information for Travel" for information on Level 3 areas. **This does not apply to pharmacists commuting from Canada. Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.** If an associate travels for personal reasons and that travel would require the associate to quarantine after such travel, the associate will need to quarantine but will not be eligible for Pandemic Pay.
- **Living With/Caring For Person With Symptoms Awaiting Test Results:** An associate who has no symptoms of COVID-19, has not been using recommended precautions for home care and home isolation, and lives with, is an intimate partner of, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 should stay home until the person with symptoms receives the results of his or her viral test. If the test is positive, the associate should stay home in quarantine for 10 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms), and may return to work on the 11th day following exposure if not experiencing symptoms and must continue to monitor for symptoms. If the test is negative, the associate should return to work if the associate has no symptoms.

Associate Notification Responsibilities

Associates must immediately notify their supervisor if they:

- Need to stay home because they are experiencing symptoms of COVID-19.
- Have been a confirmed or presumed case of COVID-19 as determined by a healthcare provider or a public health official.
- Are subject to mandatory or suggested quarantine related to COVID-19 by a healthcare provider or a public health official (including the beginning and end dates of the quarantine period).
- Know or suspect exposure to someone with a confirmed/presumed COVID-19 diagnosis.
- Have recently traveled to a location identified as CDC Level 3.
- Are planning to travel to a CDC Level 3 area on a personal trip in the next 60 days.
- Have no symptoms of COVID-19 but live with, care for, or have been exposed to a person who does have symptoms and who is being tested for COVID-19 using a viral test.
- Have requested an administrative leave.

All associates who need to initiate administrative leave pursuant to these Guidelines should (1) notify their supervisor, and (2) contact the Benefits Service Center to initiate the leave.

Associates who knowingly violate these Guidelines could face disciplinary action.

Pandemic Pay

Associates will receive up to two weeks of pay in the following circumstances:

- Associate who has a confirmed case of COVID-19;
- Associate is experiencing symptoms of COVID-19 and waiting on viral test results (and the associate registered for a COVID-19 viral test within 24 hours of experiencing symptoms);
- Associate is sent home because he or she is not permitted to work after screening (and, if the reason the associate was sent home was due to symptoms, the associate has registered for a COVID-19 viral test within 24 hours of being sent home and is waiting on test results); or
- Associate is quarantined due to exposure to COVID-19.

Note: Associates who are excluded from work due to personal travel will not receive Pandemic Pay. Associates experiencing symptoms or sent home due to screening must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection.

An associate who is on administrative leave for one of the reasons outlined in these Guidelines may take any available, accrued vacation or sick time if the associate is not receiving Pandemic Pay.

School or Daycare Closure

If your child's school or daycare closes, it is expected that you attempt to find alternative childcare, switch shifts, or take any other measures to be available for work. If you cannot, you will be placed on an unpaid, job-protected administrative leave. During this time, you may use accrued time off.

Rite Aid pharmacists and RediClinic clinicians and medical assistants are healthcare professionals and are expected to take every possible measure to ensure that they can maintain operations.

Planned Vacations or Vacation Days

Please work with your HR representative and supervisor to address pre-planned vacations or vacation days.

Company Response

After receiving relevant information, the Company will take prompt and appropriate action(s) to reduce the spread of COVID-19 in the workplace. The Company also reserves the right to require associates to stay home or work from home depending on the particular circumstances.

The Company's decisions regarding excluding individuals from the workplace will be based on current and well-informed judgements concerning information available about COVID-19, the risks of transmitting COVID-19 to others, and the symptoms and special circumstances of each individual who has (or has been exposed to) COVID-19. The Company will follow all applicable regulations or instructions issued by federal, state or local public health authorities, the CDC, or other governmental agencies. The Company will generally follow guidelines or recommendations issued by these sources, taking into account the particular workplace circumstances.

Leaves of Absence

All requests for administrative leave under these Guidelines shall be initiated through the Benefits Service Center. The Benefits Service Center can be reached at 1-800-343-1390. Please understand that the Benefits Service Center may be overwhelmed; please be patient.

Return to Work

After Being Confirmed or Presumed to Have COVID-19: If an associate is confirmed or presumed to have COVID-19 (even if not showing symptoms), he or she should return to the workplace only after being released by a medical professional and providing corresponding documentation.

After Experiencing Symptoms Consistent with COVID-19 and Awaiting Test Results: An associate who is experiencing symptoms of COVID-19 and is awaiting viral test results should stay home until receiving the results of the test. If the viral test is positive, the associate should follow the guidance under "After Being Confirmed to Have COVID-19." If the viral test is negative, the associate should come back to work.

After Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19: An associate who is off work to care for a family member with confirmed/presumed COVID-19 or who lives with a person with confirmed/presumed COVID-19 may only return to work on the 11th day following the date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and the associate is not experiencing any symptoms of COVID-19 and continues monitoring for symptoms.

After Travel: An associate that has traveled internationally must stay off work for 10 calendar days following return, and may only return to work on the 11th day following travel if the associate is not experiencing any symptoms of COVID-19. **This does not apply to pharmacists commuting from Canada. Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.**

After Quarantine: An associate who is quarantined due to exposure to a confirmed/presumed case of COVID-19 may return to work on the 11th day following exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and only if the associate is not experiencing any symptoms of COVID-19 and continues monitoring for symptoms.

After Being on Administrative Leave: An associate who has been on administrative leave must return to work on the earlier of the following events: (a) Rite Aid determines, in its sole discretion, that administrative leave will end, or (2) the associate determines that it is safe to return to work.

After Reporting Exposure to a Person Who Has Symptoms and is Being Tested for COVID-19: An associate who has no symptoms of COVID-19 but lives with, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 (using a viral test) should return to work if the test is negative and the associate has no symptoms. If the viral test is positive, the associate should follow the guidance under either "After

Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19" above or "After Quarantine" as applicable.

Group Health Insurance During Leave

If an associate participates in an employer-sponsored group health plan, benefits may be maintained in accordance with any protections offered under the applicable leave policy. Unless otherwise specified in the relevant policy, whenever an associate is receiving pay during a qualifying leave of absence where health insurance benefits are maintained, the associate's portion of the group health plan premium will be deducted from the associate's paycheck. Associates should contact Human Resources with any questions regarding continuing benefits during any leave.

Discrimination and Retaliation Prohibited

The Company strictly prohibits and will not tolerate any retaliation or discrimination against any individual based on the individual having been exposed to and/or being diagnosed with COVID-19. Any individual who believes that he or she has been wrongfully retaliated against or discriminated against should immediately notify Human Resources.

Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of any associate medical information will be maintained in accordance with applicable law and to the fullest extent practicable under the circumstances. The Company is committed to complying with all applicable federal, state, and local laws that protect the privacy of persons who have COVID-19. The Company reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been a confirmed/presumed case of COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

Abuse

In cases of suspected abuse of leave granted in relation to COVID-19, an investigation by Human Resources may be initiated. If it is found through the investigation that the associate has used COVID-19 related leave in an improper manner, discipline, up to and including termination, may be taken against the associate.

Questions

Associates who have any questions or concerns regarding these Guidelines should contact Human Resources.

Resources

World Health Organization Information: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

CDC Information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>



Effective Date	05/12/2020
Previous Version Date	N/A
Owner	HR

Summary of Instructions for First-Time Use of Berrcom Touchless Infrared Thermometer

Statement

Rite Aid is providing these Instructions as a summary of the factory-issued instructions for the Berrcom Touchless Infrared Thermometer. These Instructions do not replace the factory-issued instructions. For complete information on use of the Berrcom Touchless Infrared Thermometer, see the factory-instructions that came with the unit.

Instructions

1. Install batteries in the thermometer.
 - a. 2 “AA” batteries are required. Use the store supply.
 - b. With nozzle of thermometer facing up, open the battery compartment by pushing the arrow on the handle bottom outward.
 - c. Insert the 2 “AA” batteries.
 - d. In the left slot, place the battery with positive side (protruding end) facing up.
 - e. In the right slot, place the battery with positive side facing down.
 - f. Close compartment door.
2. The thermometer defaults to a Celsius reading. To convert it from Celsius to Fahrenheit:
 - a. Depress trigger to turn unit on.
 - b. Press “Mode” button on side of unit and hold for 2 seconds; the unit will display “F1.”
 - c. Press “Mode” button once to convert to “F” and then press “MEM” button to confirm.
3. The unit arrives calibrated for use; however, since readings may appear abnormally high/low you should recalibrate the unit. To recalibrate you will need to calculate an offset value using a different thermometer.
 - a. Take your temperature with an alternate thermometer.
 - b. Take your temperature using the Berrcom thermometer.
 - c. Take the alternate reading and subtract Berrcom reading to calculate the offset value (+/-).
 - d. Turn on the Berrcom unit.
 - e. Press “Mode” button on side of unit and hold for 2 seconds; the unit will display “F1.”
 - f. Press “MEM” button twice, the unit will display “F4.”
 - g. Press the “Mode” button to choose the Offset value (-5.4 degrees up to +5.4 degrees).
 - h. Press “MEM” button to confirm.

COVID-19 Safety Plan

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Updated 8/7/2020

ABOUT COVID-19

What is COVID-19?

Coronavirus Disease or COVID-19 is an infectious disease caused by newly discovered Coronavirus. COVID-19 is primarily spread from an infected person's respiratory tract when coughing, sneezing, or even talking. It can survive on hard surfaces, allowing it to be transferred to another person that touches that infected surface. Most infected people will exhibit mild to moderate symptoms, while some may be asymptomatic, showing no symptoms.

You're most likely to contract COVID-19 if you've been in close contact with someone infected, or you've touched your mouth, nose, or eyes after touching a surface contaminated with COVID-19. There is currently no vaccine or antiviral medication approved for treating COVID-19. That's why the best cure for COVID-19 is prevention.

This COVID-19 Safety Plan outlines the policies and procedures that Rite Aid has implemented, which adhere to the best practices shown below to ensure the safety of our associates and our customers.

Summary of Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic



BE HEALTHY, BE CLEAN



- Employees - Stay home or leave work if sick; consult doctor if sick, and contact supervisor
- Employers - Instruct sick employees to stay home and send home immediately if sick
- Employers - Pre-screen employees exposed to COVID-19 for temperature and other symptoms



- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not available, use a 60% alcohol-based hand sanitizer per CDC
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wear mask/face covering per [CDC](#) & [FDA](#)



- Never touch Ready-to-Eat foods with bare hands
- Use single service gloves, deli tissue, or suitable utensils
- Wrap food containers to prevent cross contamination
- Follow 4 steps to food safety [Clean, Separate, Cook, and Chill](#)

CLEAN & DISINFECT



- Train employees on cleaning and disinfecting procedures, and protective measures, per CDC and FDA
- Have and use cleaning products and supplies
- Follow protective measures



- Disinfect high-touch surfaces frequently
- Use EPA-registered disinfectant
- Ensure food containers and utensils are cleaned and sanitized



- Prepare and use sanitizers according to label instructions
- Offer sanitizers and wipes to customers to clean grocery cart/basket handles, or utilize store personnel to conduct cleaning/sanitizing

SOCIAL DISTANCE



- Help educate employees and customers on importance of social distancing:
 - Signs
 - Audio messages
 - Consider using every other check-out lane to aid in distancing



- Avoid displays that may result in customer gatherings; discontinue self-serve buffets and salad bars; discourage employee gatherings
- Place floor markings and signs to encourage social distancing



- Shorten customer time in store by encouraging them to:
 - Use shopping lists
 - Order ahead of time, if offered
- Set up designated pick-up areas inside or outside retail establishments

PICK-UP & DELIVERY



- If offering delivery options:
 - Ensure coolers and transport containers are cleaned and sanitized
 - Maintain time and temperature controls
 - Avoid cross contamination; for example, wrap food during transport



- Encourage customers to use "no touch" deliveries
- Notify customers as the delivery is arriving by text message or phone call



- Establish designated pick-up zones for customers
- Offer curbside pick-up
- Practice social distancing by offering to place orders in vehicle trunks

For more information, see [Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic](#)

April 2020

INDIVIDUAL CONTROL MEASURES

Preventative Measures

There are simple and effective ways to protect yourself and others from infection. The CDC recommends the following six steps to prevent the contraction or transmission of COVID-19:

1. Wash your hands thoroughly and often
2. Avoid close contact
3. Cover your mouth and nose with a cloth face cover when around others
4. Cover your mouth when you cough or sneeze
5. Disinfect frequently touched objects and surfaces
6. Monitor your health daily

Rite Aid has implemented policies and guidelines that adhere to the CDC's recommendations. Associates are encouraged to check the CDC's recommendations on preventative measures: [How to Protect Yourself & Others](#)

Refer to the following resources for more information:

STORE ASSOCIATES

- | | |
|--|--|
| Access Store Portal > COVID-19 Safety Plan > Preventative Measures | <ul style="list-style-type: none">• Coronavirus Disease (COVID-19) Guidelines – Noncorporate |
|--|--|

DC ASSOCIATES

- | | |
|---|--|
| Request a printed copy through your HR Leader | <ul style="list-style-type: none">• Coronavirus Disease (COVID-19) Guidelines – Noncorporate |
|---|--|

Self-Assessment of Symptoms at Home

Associates must monitor themselves for symptoms of COVID-19 by performing a self-assessment before coming into work and stay home if they are experiencing symptoms.

Associates are encouraged to check the CDC's guidance for monitoring symptoms: [Symptoms of Coronavirus](#)

Refer to the following resources for more information:

STORE ASSOCIATES

- | | |
|--|--|
| Access Store Portal > COVID-19 Safety Plan > Self-Assessment of Symptoms at Home | <ul style="list-style-type: none">• Coronavirus Disease (COVID-19) Guidelines – Noncorporate |
|--|--|

DC ASSOCIATES

- | | |
|---|--|
| Request a printed copy through your HR Leader | <ul style="list-style-type: none">• Coronavirus Disease (COVID-19) Guidelines – Noncorporate |
|---|--|

Temperature Screenings

Rite Aid has implemented temperature screening to protect the safety of our associates and customers, and to comply with directives and recommendations from many states, counties, and municipalities about screening associates for fevers prior to the beginning of their shifts.

Temperature screenings are just one way that Rite Aid is acting to prevent and reduce transmission among employees. Temperature screenings are not a replacement for other protective measures, such as social distancing, and will not prevent asymptomatic individuals from entering the workplace.

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Temperature Screenings

- Summary of Instructions for First-Time Use of Berrcom Touchless Infrared Thermometer
- Procedure for Temperature Screening – Store Associates

DC ASSOCIATES

Request a printed copy through your HR Leader

- Procedure for Temperature Screening – DC Associates

What to Do if You're Sick

Most corporate associates should be working from home. Store and DC associates must immediately notify their supervisor if they:

- Need to stay home because they are experiencing symptoms of COVID-19.
- Have been a confirmed or presumed case of COVID-19 as determined by a healthcare provider or a public health official.
- Are subject to mandatory or suggested quarantine related to COVID-19 by a healthcare provider or a public health official (including the beginning and end dates of the quarantine period).
- Know or suspect exposure to someone with a confirmed / presumed COVID-19 diagnosis.
- Have traveled internationally.
- Are planning to travel internationally on a personal trip in the next 60 days.
- Have no symptoms of COVID-19 but live with, care for, or have been exposed to a person who does have symptoms and who is being tested for COVID-19 using a viral test.
- Have requested an administrative leave.

Review the resources below for information on what to do if an associate reports that he or she has a confirmed or presumed case of COVID-19 and has worked in the last 14 days.

Associates are encouraged to check the CDC's guidance on what to do if you're sick:

[What to Do If You Are Feeling Sick](#)

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > What to Do if You're Sick

- Coronavirus Disease (COVID-19) Guidelines – Noncorporate

DC ASSOCIATES

Request a printed copy through your HR Leader

- Coronavirus Disease (COVID-19) Guidelines – Noncorporate

Returning to Work After a Positive or Presumed COVID-19 Case

If you have a confirmed case of COVID-19 or are deemed to have a presumed case of COVID-19, you should follow your healthcare provider's instructions about when it is safe to return to work. If you do not receive instructions from your healthcare provider about when you can return to work, according to the CDC, you can return to work if:

- At least 10 days* have passed since symptom onset; and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved.

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Returning to Work After a Positive or Presumed COVID-19 Case

- Coronavirus Disease (COVID-19) Guidelines – Noncorporate

DC ASSOCIATES

Request a printed copy through your HR Leader

- Coronavirus Disease (COVID-19) Guidelines – Noncorporate

Information for Travelers

Until further notice, the Company has suspended international business travel. The Company has restricted domestic travel to essential business, but if you must travel, recommendations include:

- Discussing business travel concerns with your supervisor.
- Wiping down airline seats, tray tables, and surfaces in hotel rooms with disinfecting wipes and limiting access to your hotel room by others during your stay.
- Associates should avoid personal travel (domestic or international) to locations which have been deemed by the Centers for Disease Control and Prevention (CDC) to have significant outbreaks of COVID-19.
- Associates should be aware of travel bans (and resulting quarantine requirements) enacted by Governors in some states.

Associates are encouraged to check the CDC's latest guidance on travel:

- [COVID-19 Travel Recommendations by Country](#)

To receive Concur travel current COVID-19 alerts contact:

- Concur Online Travel Support: 800-221-4730
- Email: onlinehelp@worldtravelinc.com.
- Call: 717-975-3724

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Information for Travelers	<ul style="list-style-type: none">• Coronavirus Disease (COVID-19) Guidelines – Noncorporate
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DC ASSOCIATES

Request a printed copy through your HR Leader	<ul style="list-style-type: none">• Coronavirus Disease (COVID-19) Guidelines – Noncorporate
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WORKSITE PLAN

Associate Responsible for Implementation

The manager on duty is responsible for implementation of this COVID-19 Safety Plan.

Physical Distancing Standards for Associates

Six (6) feet of distance may not be possible at front end and pharmacy registers (between customers and associates), in the manager's office, breakroom, consultation room, or hand dip and café prep / serving areas, where applicable. Rite Aid has taken the following measures to help ensure the ability to follow physical distancing standards:

- Limit manager's offices and breakrooms to only one associate.
- Limit consultation rooms to only one associate and one customer at a time.
- Break times have been adjusted so that there is only one associate on break at a time.
- Limit hand dip and café prep / serving areas to one associate.

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Physical Distancing Standards	<ul style="list-style-type: none">• Social Distance Store Sign• One Per Person Breakroom Sign• Consultation Room Sign
--	---

Physical Distancing Standards for Customers

Regardless of the state or local requirement, our focus is on protecting the health and wellness of our customers and associates. Below are the ways that Rite Aid is implementing physical distancing standards for our customers:

- Signs are posted to remind customers and they must also wear face coverings.
- In stores that have Asset Protection agents, the agents remind customers about physical social distancing.

- The in-store messaging system plays frequent reminders for customers to wear face coverings and to maintain physical social distancing.

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Physical Distancing Standards

- Social Distance Store Sign

Face Coverings

Associates, vendors and customers are required to wear face coverings. For information about vendor face covering requirements, see the Vendor Face Coverings section below. For information about customer face covering requirements, see the Protecting Customers section below.

Associate Face Coverings

Rite Aid has implemented a Policy Regarding Gloves, Face Coverings, and Face Shields that includes information how to use these items and instructions on how to:

- Safely use cloth face coverings
- Clean cloth face coverings
- Store cloth face coverings in a bag or bin until they can be laundered after use
- Discard of cloth face coverings that are no longer safe to use
- Safely remove and dispose of surgical masks
- Safely remove gloves

Associates are encouraged to check the CDC's guidance on face coverings:

[Considerations for Wearing Cloth Face Coverings](#)

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Face Coverings

- Rite Aid Policy Regarding Gloves, Face Coverings and Face Shields
- CDC Guidance on Use of Cloth Face Coverings to help Slow the Spread of COVID-19
- PPE supplies and item order numbers
- Mandatory Face Covering Sign for Manager's Office
- Mask Packaging Images

DC ASSOCIATES

Request a printed copy through your HR Leader

- Rite Aid Policy Regarding Gloves, Face Coverings and Face Shields
- CDC Guidance on Use of Cloth Face Coverings to help Slow the Spread of COVID-19

Vendor Face Coverings

Our focus is on protecting the health and wellness of our customers and associates. As such, Rite Aid requires vendors to wear face covering while in the store. The resources below provide important details that will help communicate this requirement to vendors and provide guidance for vendor interactions.

To remind vendors to wear face coverings, stores should print the Vendor Notice referenced below and place it near the Vendor Log so that vendors entering the store can see it.

Refer to the following resources for more information:

CORPORATE ASSOCIATES AND STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Face Coverings

- Message from Retail and Pharmacy Operations
- Vendor Mask Requirement Bulletin
- Vendor Notice

DC ASSOCIATES

Request a printed copy through your HR Leader

Protecting Customers

Rite Aid's mission is to keep our communities and associates safe, healthy and thriving. Regardless of the state or local requirement, our focus is on protecting the health and wellness of our customers and associates. Below is a summary of the ways in which we are protecting our communities and customers:

- Plexiglass dividers have been installed at front end and pharmacy registers. They have also been installed in front of hand dip departments where applicable.
- Additional food handling guidelines and COVID-19 interventions have been introduced to existing Thrifty hand dip sanitation checklist guidelines to ensure customer safety.
- Signs are posted to remind customers that they must also wear face coverings.
- The in-store messaging system plays frequent reminders for customers to wear face coverings and to maintain physical social distancing.
- Rite Aid provides EPA-approved disinfecting wipes at the front of all stores for customers and associates to use.
- Finger cots are provided at registers for customers who need to use pinpads. Pinpads are disinfected after each use.
- Rite Aid has designated shopping hours for individuals who are at increased risk for illness or 65 or older.
- Curbside service is offered in some locations and Rite Aid has partnered with Instacart to provide delivery services.
- We are cleaning baskets and carts between customers. Use the signs referenced below to create a stack of sanitized baskets and a stack where customer return used baskets. Excess shopping carts should be stored in the backroom, so that the few carts remaining can be cleaned frequently by associates after a customer has used them.

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Protecting Customers

- SOS-084-2020 Checkout Cleaning Guidance and Pictorial Guide
- Register Area Protective Shield Example Image
- Social Distancing Sign
- Tips for Providing Expanded Delivery
- Message from Andre and Jocelyn- New Customer Face Covering Requirements
- Sanitized Shopping Basket Sign
- Shopping Cart Request Sign
- Temporary Face Covering Sign

Cleaning and Disinfecting Expectations

Rite Aid has implemented several guidelines that require regular cleaning and disinfection of frequent touchpoints, shared surfaces, and shared objects (handheld scanners, two-way radios, thermometers, phones, computer keyboards, flashlights, and product protection devices) using EPA approved disinfectants. Associates should not share pens.

Rite Aid also uses a third party cleaning service that supplements Rite Aid's cleaning and disinfection activities.

Rite Aid continues to assess the efficacy of and provide associates with disinfectants listed on the EPA site as being effective against emerging Human viral pathogens and coronavirus. Only APPROVED chemicals with SDS sheets may be used to disinfect Rite Aid stores.

Associates are encouraged to check the CDC's guidance on how to properly clean and disinfect: [Cleaning and Disinfecting Your Facility](#)

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Cleaning and Disinfecting Expectations

- Living Our Brand Safely COVID Safety Assessment
- Approved Disinfectants and Order Numbers
- "Do Not Mix" poster
- Alternative Sanitation Disinfectant Solution
- COVID-19 Baseline Sanitation process- All Stores
- SOS-065-2020: Store Cleaning & Sanitization
- Store Cleaning & Sanitizing Bulletin

COVID-19 Training and Communication

All associates are being assigned a CBT that addresses COVID-19 symptoms, associate guidelines to help prevent the spread of COVID-19, Rite Aid COVID-19 resources, when to notify your supervisor, and how to report unsafe working conditions.

Rite Aid's response to COVID-19 continues to evolve, which requires frequent updates to some of the resources referenced in this Safety Plan. Documents referenced in this Safety Plan are available on the Store Portal under COVID-19 Safety Plan. Look for updates communicated via the Daily Dose, Emergency Dose, Supplemental Dose, and the Management Planner.

Response to Confirmed or Presumed Cases of COVID-19

After receiving relevant information, Rite Aid will take prompt and appropriate action(s) to reduce the spread of COVID-19 in the workplace. Rite Aid also reserves the right to require associates to stay home or work from home depending on the particular circumstances.

Adhering to Rite Aid's COVID-19 procedures in response to an associate with a confirmed or presumed case of COVID-19 is a critical safety measure to reducing the risk of exposure to this virus.

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Response to Confirmed or Presumed Cases of COVID-19

- Assessing COVID-19 Exposure Risk
- Procedure for Unconfirmed Associate Case or Vendor Suspected Covid-19 Case
- Procedure for Response to Associate Confirmed or Presumed Case of COVID-19 – Store Associates
- COVID-19 Confirmed or Presumed Associate Case Procedure

DC ASSOCIATES

Request a printed copy through your HR Leader

- Assessing COVID-19 Exposure Risk
- Procedure for Response to Associate Confirmed or Presumed Case of COVID-19 – DC Associates

COVID-19 Safety Compliance Resources

Below is a list of resources to use to check on compliance with COVID-19 requirements. For state specific resources, please see Chapter 4 – State Specific Resources.

Refer to the following resources for more information:

CORPORATE ASSOCIATES AND STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > COVID-19 Safety Compliance Resources

- Quick Reference Guides (“QRGs”)
- Living Our Brand Safely COVID Safety Assessment

DC ASSOCIATES

Request a printed copy through your HR Leader

- Living Our Brand Safely COVID Safety Assessment

STATE SPECIFIC GUIDELINES

Resources specific to certain states are referenced below.

California

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > California

- SOS-120-2020 (06/22/20) Thrifty Ice Cream Hand Dip Reopening Protocols
- Thrifty Hand Dip Checklist
- Completed Attestations / Certifications
- Los Angeles – Social Distancing Protocol – City of Los Banos
- Los Angeles – Social Distancing Protocol – City of Long Beach, CA
- Social Distancing Protocol for Rite Aid Stores in Contra Costa, Marin, Santa Clara, Alameda, Sonoma, San Mateo, Napa, and Monterey Counties
- Social Distancing Protocol for Rite Aid Stores in City of Fresno
- Livingston – Social Distancing Protocol – City of Livingston, CA
- Placer County Physical Distancing Protocol
- San Diego – Social Distancing and Sanitation Protocol – San Diego County
- Santa Barbara – Social Distancing Protocol – Santa Barbara County
- Sonoma Updated Appendix A Social Distancing Protocol & COVID-19 Site-Specific Protection Plan
- Ventura – Social Distancing and Sanitation Protocol – Ventura County

- Yuba and Sutter – COVID-19 Operations Protocol – Yuba and Sutter Counties, CA
- Chart of available leaves in CA
- CA Workers Comp Information Notice
- Executive Order N-62-20 (explains special workers' comp presumption in CA)
- Guidelines on COVID-19 Related Sick Leave in California (Pandemic Pay)
- Vendor notice

Massachusetts

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Massachusetts

- Massachusetts COVID-19 Control Plan

Michigan

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Michigan

- Destination Authorization Letter – Michigan
- Message from Store Operations – Michigan

New York

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > New York

- New York Safety Plan
- NY Cleaning Log for COVID-19
- New York COVID-19 Associate Screening Questionnaire

Ohio

Refer to the following policies for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Ohio

- Ohio Employee Health Policy Agreement

OTHER RITE AID RESOURCES

Rite Aid COVID-19 Assistance

Contact the COVID-19 Task Force

RiteAid.Taskforce@riteaid.com

RITE CALL

1-800-RITE CALL

Optum Employee Assistance Program

Optum Employee Assistance Program provides up to three free confidential phone or virtual sessions for you or your family to connect on any topic. Optum is available 24 hours a day / 7 days a week at 1-866-248-4094.

Human Resources Leader

Associates who have any questions or concerns should contact their Human Resources Leader.





Effective Date	10/12/2020
Previous Version Date	07/21/2020
Owner	HR

Policy Regarding Gloves, Face Coverings, and Face Shields

Statement

Rite Aid (the “Company”) is providing associates in Rite Aid stores, distribution centers, the ice cream plant, the Information Technology Center, the Fixture Distribution Center, the Print Shop, and Central Fill (together, the “Rite Aid Locations”) with gloves, surgical masks, and cloth face coverings. Associates who work in stores and distribution centers are being provided with face shields. This Policy, together with related Guidelines from the Company, discuss safe use of these materials.

Scope & Enforcement

This Policy, together with other Guidelines from the Company, apply to all associates working in all Rite Aid Locations. Further, this Policy articulates the minimum safety-related standards regarding the use of gloves, face coverings and face shields and is applicable to all such associates.

Failure to adhere to this Policy may result in disciplinary action, up to and including termination of employment.

All Rite Aid Managers (include Store Managers, Pharmacy Managers or Manager(s) on duty at our stores) are responsible for ensuring adherence to this Policy and the failure to do so may result in disciplinary action, up to and including termination of employment.

Policy Requirements

Mandatory Face Covering Requirement

1. Associates **must** wear face coverings while at work at any Rite Aid Location. Pharmacists, pharmacy technicians, and pharmacy cashiers **must** wear a surgical mask, disposable mask, the Rite Aid-provided cloth face mask, or another *well-fitting* cloth face covering that does not leave gaps at the side of the wearer’s face (see definition section below for more information). All other associates may also wear any face covering of their own that meets CDC guidelines.¹
2. Face coverings **must** be worn over the nose and mouth. Face coverings **must not** be pulled down under the chin, or worn so that the mouth or nose is exposed (refer to the diagram below for an illustration of correct usage).
3. **Exceptions:**
 - a. If an associate has a medical condition that prohibits the use of a face covering, the associate **must** request an accommodation through the accommodation process. Based on updated CDC guidance, as of October 12, 2020, face shields will no longer be considered effective alternatives to wearing face coverings. All associates who need an accommodation must request one by October 12, 2020.
 - b. Associates do not need to wear a face covering while eating or drinking, but must maintain social distancing when removing a face covering to eat or drink.
 - c. Associates do not need to wear a face covering when they are alone in a room with the door closed.
 - d. If you are trying to help a customer who is deaf or hard of hearing, or if your face mask is making verbal communication difficult for a customer either in person or at the drive thru, please find your face shield, put on the face shield, and remove your mask to assist the customer. Please make sure to keep a six foot distance from the customer when you switch from your face covering to your face shield. In this circumstance you **must** wear a Rite Aid-provided face shield. If you’re in a location where you can write out what you are saying, this may be helpful and less frustrating for both you and the deaf or hard of hearing person and avoid misunderstanding.
4. Before putting on or adjusting your face covering, put on gloves or wash your hands with soap and water for at least 20 seconds or clean your hands with a hand sanitizer that contains at least 60% alcohol.
5. Associates **must not** reverse, move, or remove their face coverings unnecessarily while working. Associates **must** wear face coverings while working at any Rite Aid Location.
6. Associates **must not** share their face coverings with others.

¹ You can find instructions from the CDC on how to make a cloth face covering here:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

General Guidelines

1. The CDC recommends that all individuals who work in pharmacies should wear face coverings, and as well as all other individuals working in public settings where other social distancing measures are difficult to maintain and in areas of significant community-based transmission. Most states and municipalities also require individuals to wear face coverings in public.
2. Associates are being provided with cloth face coverings and surgical masks. Associates are reminded that face coverings do not protect the wearer; they can protect people near the wearer, but do not replace the need for physical distancing, frequent handwashing and cleaning surfaces.
3. Associates are being provided with gloves. The CDC has not mandated the use of gloves while at work. Associates may wear gloves at their discretion. Guidelines for the safe use of gloves are provided below.
4. Associates are being provided with face shields. The CDC has not mandated the use of face shields while at work. Associates may wear face shields at their discretion as an additional measure of protection, but not in place of a face covering.

Surgical Face Mask Guidance

1. Be careful not to touch your eyes, nose, and mouth when removing your mask.
2. Before removing your mask, wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
3. Avoid touching the mask itself, as it could be contaminated. Hold it by the loops, ties, or bands only. Carefully remove the mask from your face once you unhook both ear loops, untie the bottom bow first, followed by the top one, or remove the bottom band first by lifting it over your head, then do the same with the top band.
4. Holding the mask loops, ties, or bands, discard the mask by placing it in a plastic bag, tying the bag shut, and discarding the bag in a trash bin.
5. After removing the mask, wash your hands thoroughly or use hand sanitizer.
6. If your face mask becomes soiled during your shift, dispose of it and put on a fresh face mask.

Cloth Face Covering Guidance








1. Immediately wash your hands with soap and water for at least 20 seconds before and after using or adjusting a face covering. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
2. Make sure that the face covering covers your nose and mouth.
3. Be careful not to touch your eyes, nose, or mouth when removing the cloth face covering.
4. Use a bag or bin to store cloth face coverings until they can be laundered with detergent and hot water and dried on a hot cycle. Cloth face coverings should be washed after each shift. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on or adjusting the mask, and avoid touching your face. Discard cloth face coverings that: have stretched out or damaged ties or straps, no longer cover the mouth and nose, don't stay on the face, or have any rips or holes. Discard ghluv face coverings that were distributed in April/May 2020.

Face Shields

1. Store and distribution center associates may wear face shields in addition to face coverings. Each associate should label his or her face shield with permanent marker or a label. We do not recommend adding any decals or additional decoration to the shield, as you must be able to clean all surfaces to prevent the spread of infection. Face shields may not be altered or shortened.
2. Face shields may be taken home or left at work. If you leave your face shield at work, leave it in the manager's office or the pharmacy, as applicable.
3. Your face shield should be cleaned after each shift. Your face shield can be cleaned with bleach, ammonia, or peroxide wipes without streaking or discoloring. If your face shield develops a film, wash the face shield with hot water and soap.
4. Wearing a face shield does not eliminate the need to wear a face covering. If you decide to wear a face shield, you must still wear a face covering.

Gloves²

The CDC has not issued guidance on wearing gloves, but associates may choose to wear gloves. If you work in a jurisdiction that requires associates to wear gloves (like New Jersey), you **must** comply. If you choose to wear gloves, pull a glove on each hand and extend to cover the wrist. To remove the gloves, follow these steps:

1. Grasp the outside of one glove at the wrist. Do not touch your bare skin. 	2. Grasp the outside of one glove at the wrist. Do not touch your bare skin. 
3. Peel the glove away from your body, pulling it inside out. 	4. Hold the glove you just removed in your gloved hand. 
5. Peel off the second glove by putting your fingers inside the glove at the top of your wrist. 	6. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second. 
7. Dispose of the gloves safely. Do not reuse the gloves. 	8. Clean your hands immediately after removing gloves.

Definitions

Face Covering: A face covering is a surgical mask or a covering that is made of cloth that covers the nose and mouth without an exhalation valve or vent. Associates are being provided with cloth face coverings and surgical masks.

Masks and face coverings must:

- Fit snugly but comfortably against the side of the face without having any gaps;
- Completely cover the nose and mouth;
- Be secured with ties or ear loops;
- Include multiple layers of fabric;
- Allow for breathing without restriction; and
- (For cloth face coverings): Be able to be laundered and machine dried without damage or change to shape.

Masks and face coverings **must not**:

- Be made of fabric that makes it impossible to breath effectively (for example, vinyl, plastic, or rubber);
- Be made of lace or other perforated fabric; or
- Have exhalation valves or vents which allow virus particles to escape, as shown in the images below.



Examples of unacceptable face coverings are gaiters, bandanas, and t-shirts pulled up over the nose and/or the use of face shields in place of wearing a face covering.

Gaiter: A gaiter is a fabric covering in the form of a closed loop worn around the neck that can extend to cover the lower part of the face. The image to the right is an example of an ineffective gaiter from the CDC's website.

Face Shield: A clear plastic shield that fits over the head and covers the face from the forehead to below the chin.



² Source: CDC Publication: How to Remove Gloves.



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Owner	HR

Procedure for Temperature Screening – Store Associates

Statement & Scope

Rite Aid (the “Company”) is implementing temperature screening to protect the safety of our associates and customers, and to comply with directives and recommendations from many states, counties, and municipalities about screening associates for fevers prior to the beginning of their shifts. This Procedure applies to all Rite Aid store associates where there is not a more specific screening procedure.

Procedures

1. Each associate must check his or her temperature at the beginning of his or her shift, immediately after clocking in.
2. Store managers and pharmacy managers should ensure that all other management associates know how to use the thermometer. Each thermometer comes with instructions.
3. Each associate should perform the temperature screening, in the presence of a manager on duty (for front end) or pharmacist (for pharmacy) (while maintaining social distancing between the manager/pharmacist and the associate), and follow these guidelines:
 - a. Temperatures should be taken in a manner that is consistent with social distancing and does not reveal the thermometer reading to other associates (i.e., one at a time in a private space; if associates must wait in line to have their temperature checked, they should be spaced six feet apart).
 - b. Clean your hands with hand sanitizer that contains at least 60% alcohol.
 - c. Clean thermometer before using with rubbing alcohol and a cotton swab, an alcohol prep pad, or sanitizing wipes, then wipe the unit dry.
 - d. Take your temperature according to thermometer instructions. (Generally, aim nozzle at your forehead and depress trigger to take your temperature reading while holding the unit 1-2 inches from your forehead.)
 - e. **Take your temperature a second time.**
 - f. After use, clean the thermometer as instructed in step c.
4. Thermometers are in high demand and short supply. In order to ensure that thermometers are not accessible by customers and therefore not subject to theft, it is very important to store thermometers in a space that is inaccessible to the public (in the immunization chart in the pharmacy) or a locked room (in a clean container in the manager’s office). *Do not leave thermometers in consultation rooms.*
5. If the associate has a fever of 100 °F or higher on either of the two readings, he or she should report that to the pharmacist or manager on duty and immediately leave the workplace. The pharmacist or manager on duty, as appropriate, should email the Tracy Adams (tladams@riteaid.com) using the template below. *Associates who have fevers should consult the applicable Coronavirus (COVID-19) Guidelines – Noncorporate for instructions regarding qualifying for Pandemic Pay.*

The email can follow this format:

Subject: Temperature Screening in Store # XXXX
Associate Name and Associate Number:
Store Number:
Store Address:
Time and Date of Temperature Screening:

6. If an associate takes his or her temperature at home prior to work, and the associate has a fever of 100 °F or higher, then the associate should not come to work. *Associates who have fevers should consult the applicable Coronavirus (COVID-19) Guidelines – Noncorporate for instructions regarding qualifying for Pandemic Pay.*
7. As a precautionary measure, the pharmacist and manager on duty should work together to see that associates on duty wipe down the area where the feverish associate was working in the last 14 days and common spaces with Purell Disinfectant Spray or a disinfectant described in guidance on how to make Alternative Sanitization Disinfectant Solution published on April 3, 2020. You do not need to close, fog, or order deep cleaning as the result of an associate having a fever. If it is later learned that the associate has a confirmed or presumed case of COVID-19, follow the appropriate procedures. *The manager on duty and pharmacist should refrain from disclosing the name of the associate with the fever to the associate’s*

coworkers or customers, and do not need to make a record of the associate's temperature reading except for sending the email to Tracy Adams as described in step 5.

8. If the associate is experiencing symptoms of COVID-19, he or she should contact a healthcare provider. If the associate has not been tested for COVID-19, the associate may return to work once he or she has been fever-free for 72 hours without the use of fever reducing medication, is not experiencing other symptoms of COVID-19, and it has been 7 days since the onset of any other symptoms.



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Owner	HR

Coronavirus Disease (COVID-19) Guidelines – Noncorporate

Statement

It is the goal of Rite Aid (the “Company”) to take steps to reduce the spread of Coronavirus (“COVID-19”) in the workplace and to protect the wellness of all associates and customers. These Guidelines set forth the responsibilities of all associates to minimize the risk of the spread of COVID-19. Please understand that these Guidelines cannot anticipate all possible situations, so please be patient as we respond to this rapidly changing situation.

Scope

These Guidelines apply to all associates of Rite Aid who work outside of corporate or field offices (such as Rite Aid stores and distribution centers) outside of California.

Definitions

Exposure: A person is exposed to COVID-19 when he or she answers yes to any of the following questions:

- Is the associate living in the same household as, an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptoms and a confirmed/presumed case of COVID-19 and the associate has not been using recommended precautions for home care and home isolation¹?
- Has the associate been in close contact for a prolonged period of time with a person with a confirmed/presumed case of COVID-19 who is displaying symptoms?
- Has the associate been in contact with respiratory secretions (i.e., you were coughed on) by a person with a confirmed/presumed case of COVID-19?
- Has the associate been in the same indoor environment with a person with a confirmed/presumed case of COVID-19 for a prolonged period of time (i.e., in the same classroom or same hospital waiting room)?

Close Contact: Within 6 feet.

Confirmed Case: A situation where a person has tested positive for COVID-19 using a viral test.

Presumed Case: A situation where a person has symptoms of COVID-19, but the person’s healthcare provider does not suggest or order COVID-19 testing because the healthcare provider presumes that the person has COVID-19, and the healthcare provider has provided documentation accordingly. *Associates should be aware that they will no longer be eligible for Pandemic Pay if they have a presumed case of COVID-19 because Rite Aid now has free viral testing available. Go to <https://www.riteaid.com/pharmacy/services/covid-19-testing> to find Rite Aid testing locations. Associates must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection.*

Prolonged Period: 10 minutes or more.

Quarantine: Separating and restricting your movement (i.e., not coming to work), whether directed by a medical professional or by yourself.

Social Distancing: Avoiding gatherings of 10 or more people. If you have to be around people, keep 6 feet between you and other people when possible.

Increased Risk for Serious Illness: Individuals who have a serious underlying health condition that can put them at increased risk (for example, a condition that impairs lung or heart function or weakens the immune system).

¹ For guidance on what constitutes precautions for home care and home isolation, please see the CDC’s guidance, Preventing the Spread of Coronavirus Disease 2019 in Homes and Residential Communities, available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>.

Self-Isolating: Staying home because you are 65 or older or have an increased risk for serious illness and have produced documentation from your healthcare provider.

Administrative Leave: An unpaid, job-protected leave initiated because the associate has concerns about coming to work. The duration of administrative leave is indefinite and will end when Rite Aid determines, in its sole discretion, that administrative leave initiated pursuant to the COVID-19 pandemic will end. An associate may decide to return to work before Rite Aid determines that administrative leave will end.

Guidelines

Travel

Until further notice, the Company has suspended international business travel. The Company has restricted domestic travel to essential business, but if you must travel, recommendations include:

- Discussing business travel concerns with your supervisor.
- Wiping down airline seats, tray tables, and surfaces in hotel rooms with disinfecting wipes and limiting access to your hotel room by others during your stay.
- Associates should avoid personal travel (domestic or international) to locations which have been deemed by the CDC to have significant outbreaks of COVID-19. Associates are encouraged to check the CDC's latest guidance on travel.

Information on COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Based on what the CDC knows now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

Practice Good Hygiene

Each associate has a responsibility to help prevent the spread of COVID-19. It is very important that associates engage in good hygiene practices while at work, especially:

- Refrain from shaking hands or otherwise touching your coworkers or others.
- Frequently wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub them together until they feel dry.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- **When you need to cough or sneeze:**
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Adhere to the recommendations issued by the CDC.
- When not at work, associates are expected to practice social distancing. While at work, associates are expected to practice social distancing by keeping at least 6 feet between themselves and other people as practical.
- **Rite Aid is shipping gloves, surgical masks, and face shields to stores and distribution centers for use by associates, as they become available.** The CDC recommends the use of face coverings, and Rite Aid has mandated that associates use face coverings. The CDC has issued no recommendations on the use of gloves or face shields.

Monitor Yourself For Symptoms

Associates must monitor themselves for symptoms of COVID-19 by performing a self-assessment before coming into work and stay home if they are experiencing symptoms. The symptoms that should be monitored are fever, cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat. Associates who are experiencing symptoms of COVID-19 should consult with their healthcare provider. It is particularly important to seek medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. The CDC recommends that you call your medical provider for any other symptoms that are severe or concerning to you.

Important: An associate who reports to work despite knowledge of that associate's positive COVID-19 viral test will be subject to discipline, up to and including immediate termination.

Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately.

What to Do if You're Effected by COVID-19

Associates are encouraged to stay home if they have a fever or other symptoms of COVID-19, and should consult with their healthcare provider. Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately. These Guidelines require the following actions be taken to reduce the spread of COVID-19:

- **Confirmed/Presumed Case of COVID-19:** Associates should stay home if they have a confirmed/presumed case of COVID-19 or have been ordered to quarantine by a governmental entity. Associates can return to work when cleared by their healthcare provider.
- **Experiencing Symptoms Consistent with COVID-19:** An associate who is experiencing symptoms of COVID-19 should stay home, consult with his or her healthcare provider, and follow the healthcare provider's direction. Associates should be aware that Rite Aid has many COVID-19 viral testing sites. A current list of Rite Aid testing sites is available here: <https://www.riteaid.com/pharmacy/services/covid-19-testing>. Associates may use this link to arrange for current free viral testing at a Rite Aid. If there is not a Rite Aid providing testing close to you, contact your HR Leader or Regional Leader to determine where you can get tested through a partnership with the U.S. Department of Health and Human Services. **Associates who wish to receive Pandemic Pay** while out of work due to experiencing symptoms must register to have a COVID-19 viral test within 24 hours of first experiencing symptoms. Associates must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection. Associates who do not arrange to have a COVID-19 viral test must contact the Benefits Service Center to be placed on administrative leave and may return to work when fever free for 3 days, symptom free, and 7 days have passed since the associate first experienced any symptoms.
- **Exposure:** Associates should stay home in quarantine for 14 calendar days from the date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) if they suspect that they have been exposed to COVID-19. Individuals who are well but reside with or otherwise care for someone who has a confirmed/presumed case of COVID-19 should stay home for 14 calendar days in quarantine to ensure that they do not exhibit any symptoms.
- **Travel:** Associates who are returning from a CDC Level 3 area must stay home for at least 14 calendar days following return from such area. Check the CDC's publication "Coronavirus Disease 2019 Information for Travel" for information on Level 3 areas. **This does not apply to pharmacists commuting from Canada.**

Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.

Associates who are returning from international travel from a location that is not a CDC Level 3 area must monitor their health and practice social distancing for 14 calendar days from return. If an associate travels domestically and that travel would require the associate to quarantine after such travel, the associate will need to quarantine but will not be eligible for Pandemic Pay.

- **Living With/Caring For Person With Symptoms Awaiting Test Results:** An associate who has no symptoms of COVID-19, has not been using recommended precautions for home care and home isolation, and lives with, is an intimate partner of, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 should stay home until the person with symptoms receives the results of his or her viral test. If the test is positive, the associate should stay home in quarantine for 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms). If the test is negative, the associate should return to work if the associate has no symptoms.

Associate Notification Responsibilities

Associates must immediately notify their supervisor if they:

- Need to stay home because they are experiencing symptoms of COVID-19.
- Have been a confirmed or presumed case of COVID-19 as determined by a healthcare provider or a public health official.
- Are subject to mandatory or suggested quarantine related to COVID-19 by a healthcare provider or a public health official (including the beginning and end dates of the quarantine period).
- Know or suspect exposure to someone with a confirmed/presumed COVID-19 diagnosis.
- Have recently traveled to a location identified as CDC Level 3.
- Are planning to travel to a CDC Level 3 area on a personal trip in the next 60 days.
- Have no symptoms of COVID-19 but live with, care for, or have been exposed to a person who does have symptoms and who is being tested for COVID-19 using a viral test.
- Have requested an administrative leave.

All associates who need to initiate administrative leave pursuant to these Guidelines should (1) notify their supervisor, and (2) contact the Benefits Service Center to initiate the leave.

Associates who knowingly violate these Guidelines could face disciplinary action.

Pandemic Pay

Associates will receive up to two weeks of pay in the following circumstances:

- Associate who has a confirmed case of COVID-19;
- Associate is experiencing symptoms of COVID-19 and waiting on viral test results (and the associate registered for a COVID-19 viral test within 24 hours of experiencing symptoms);
- Associate is sent home because he or she is not permitted to work after screening (and, if the reason the associate was sent home was due to symptoms, the associate has registered for a COVID-19 viral test within 24 hours of being sent home and is waiting on test results); or
- Associate is quarantined due to exposure to COVID-19.

Note: Associates who are excluded from work due to personal travel will not receive Pandemic Pay. Associates experiencing symptoms or sent home due to screening must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection.

An associate who is on administrative leave for one of the reasons outlined in these Guidelines may take any available, accrued vacation or sick time if the associate is not receiving Pandemic Pay.

School or Daycare Closure

If your child's school or daycare closes, it is expected that you attempt to find alternative childcare, switch shifts, or take any other measures to be available for work. If you cannot, you will be placed on an unpaid, job-protected administrative leave. During this time, you may use accrued time off.

Rite Aid pharmacists and RediClinic clinicians and medical assistants are healthcare professionals and are

expected to take every possible measure to ensure that they can maintain operations.

Planned Vacations or Vacation Days

Please work with your HR representative and supervisor to address pre-planned vacations or vacation days.

Company Response

After receiving relevant information, the Company will take prompt and appropriate action(s) to reduce the spread of COVID-19 in the workplace. The Company also reserves the right to require associates to stay home or work from home depending on the particular circumstances.

The Company's decisions regarding excluding individuals from the workplace will be based on current and well-informed judgements concerning information available about COVID-19, the risks of transmitting COVID-19 to others, and the symptoms and special circumstances of each individual who has (or has been exposed to) COVID-19. The Company will follow all applicable regulations or instructions issued by federal, state or local public health authorities, the CDC, or other governmental agencies. The Company will generally follow guidelines or recommendations issued by these sources, taking into account the particular workplace circumstances.

Leaves of Absence

All requests for administrative leave under these Guidelines shall be initiated through the Benefits Service Center. The Benefits Service Center can be reached at 1-800-343-1390. Please understand that the Benefits Service Center may be overwhelmed; please be patient.

Return to Work

After Being Confirmed or Presumed to Have COVID-19: If an associate is confirmed or presumed to have COVID-19 (even if not showing symptoms), he or she should return to the workplace only after being released by a medical professional and providing corresponding documentation.

After Experiencing Symptoms Consistent with COVID-19 and Awaiting Test Results: An associate who is experiencing symptoms of COVID-19 and is awaiting viral test results should stay home until receiving the results of the test. If the viral test is positive, the associate should follow the guidance under "After Being Confirmed to Have COVID-19." If the viral test is negative, the associate should come back to work.

After Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19: An associate who is off work to care for a family member with confirmed/presumed COVID-19 or who lives with a person with confirmed/presumed COVID-19 may only return to work 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and the associate is not experiencing any symptoms of COVID-19.

After Travel: An associate that has traveled to a Level 3 country must stay off work for 14 calendar days following return from such area, and may only return to work if the associate is not experiencing any symptoms of COVID-19. **This does not apply to pharmacists commuting from Canada. Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.**

After Quarantine: An associate who is quarantined due to exposure to a confirmed/presumed case of COVID-19 may return to work after 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and only if the associate is not experiencing any symptoms of COVID-19.

After Being on Administrative Leave: An associate who has been on administrative leave must return to work on the earlier of the following events: (a) Rite Aid determines, in its sole discretion, that administrative leave will end, or (2) the associate determines that it is safe to return to work.

After Reporting Exposure to a Person Who Has Symptoms and is Being Tested for COVID-19: An associate who has no symptoms of COVID-19 but lives with, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 (using a viral test) should return to work if the test is negative and the associate has no symptoms. If the viral test is positive, the associate should follow the guidance under either "After

Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19” above or “After Quarantine” as applicable.

Group Health Insurance During Leave

If an associate participates in an employer-sponsored group health plan, benefits may be maintained in accordance with any protections offered under the applicable leave policy. Unless otherwise specified in the relevant policy, whenever an associate is receiving pay during a qualifying leave of absence where health insurance benefits are maintained, the associate’s portion of the group health plan premium will be deducted from the associate’s paycheck. Associates should contact Human Resources with any questions regarding continuing benefits during any leave.

Discrimination and Retaliation Prohibited

The Company strictly prohibits and will not tolerate any retaliation or discrimination against any individual based on the individual having been exposed to and/or being diagnosed with COVID-19. Any individual who believes that he or she has been wrongfully retaliated against or discriminated against should immediately notify Human Resources.

Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of any associate medical information will be maintained in accordance with applicable law and to the fullest extent practicable under the circumstances. The Company is committed to complying with all applicable federal, state, and local laws that protect the privacy of persons who have COVID-19. The Company reserves the right to inform other employees that a co-worker (without disclosing the person’s name) has been a confirmed/presumed case of COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

Abuse

In cases of suspected abuse of leave granted in relation to COVID-19, an investigation by Human Resources may be initiated. If it is found through the investigation that the associate has used COVID-19 related leave in an improper manner, discipline, up to and including termination, may be taken against the associate.

Questions

Associates who have any questions or concerns regarding these Guidelines should contact Human Resources.

Resources

World Health Organization Information: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

CDC Information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>



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Owner	HR

Policy Regarding Gloves, Face Coverings, and Face Shields

Statement

Rite Aid (the “Company”) is providing associates in Rite Aid stores, distribution centers, the ice cream plant, the Information Technology Center, the Fixture Distribution Center, the Print Shop, and Central Fill (together, the “Rite Aid Locations”) with gloves, surgical masks, and cloth face coverings. Associates who work in stores and distribution centers are being provided with face shields. This Policy, together with related Guidelines from the Company, discuss safe use of these materials.

Scope & Enforcement

This Policy, together with other Guidelines from the Company, apply to all associates working in all Rite Aid Locations. Further, this Policy articulates the minimum safety-related standards regarding the use of gloves, face coverings and face shields and is applicable to all such associates.

Failure to adhere to this Policy may result in disciplinary action, up to and including termination of employment.

All Rite Aid Managers (include Store Managers, Pharmacy Managers or Manager(s) on duty at our stores) are responsible for ensuring adherence to this Policy and the failure to do so may result in disciplinary action, up to and including termination of employment.

Policy Requirements

Mandatory Face Covering Requirement

1. Associates **must** wear face coverings while at work at any Rite Aid Location. Cloth face coverings are the preferred type of face coverings. Rite Aid prefers that associates wear their Rite Aid-provided cloth face covering or a cloth face covering of their own that meets CDC guidelines¹, and use the Rite Aid-provided surgical masks as a back-up method of protection so that Rite Aid does not run out of surgical masks.
2. Face coverings **must** be worn over the nose and mouth. Face coverings **must not** be pulled down under the chin, or worn so that the mouth or nose is exposed (refer to the diagram below for an illustration of correct usage).
3. **Exceptions:**
 - a. If an associate has a medical condition that prohibits the use of a face covering, the associate should notify his or her manager that he or she cannot wear a face covering because of a medical condition. Associates who cannot wear a face covering due to a medical condition **must** wear a Rite Aid-provided face shield.
 - b. Associates do not need to wear a face covering while eating or drinking, but must maintain social distancing when removing a face covering to eat or drink.
 - c. Associates do not need to wear a face covering when they are alone in a room with the door closed.
 - d. If you are trying to help a customer who is deaf or hard of hearing, or if your face mask is making verbal communication difficult for a customer, please find your face shield, put on the face shield, and remove your mask to assist the customer. Please make sure to keep a six foot distance from the customer when you switch from your face covering to your face mask. In this circumstance you **must** wear a Rite Aid-provided face shield.
4. Before putting on or adjusting your face covering, put on gloves or wash your hands with soap and water for at least 20 seconds or clean your hands with a hand sanitizer that contains at least 60% alcohol.
5. Associates **must not** reverse, move, or remove their face coverings unnecessarily while working. Associates **must** wear face coverings or a Rite Aid-provided face shield while working at any Rite Aid Location.
6. Associates **must not** share their face coverings with others.

Policy Guidelines

General Guidelines

1. The CDC recommends that all individuals who work in pharmacies should wear face coverings, and as well as all other individuals working in public settings where other social distancing measures are difficult to maintain and in areas of significant community-based transmission.
2. Associates are being provided with cloth face coverings and surgical masks. Associates are reminded that face coverings do not protect the wearer; they can protect people near the wearer, but do not replace the need for physical distancing, frequent handwashing and cleaning surfaces.

¹ You can find instructions from the CDC on how to make a cloth face covering here:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

3. Associates are being provided with gloves. The CDC has not mandated the use of gloves while at work. Associates may wear gloves at their discretion. Guidelines for the safe use of gloves are provided below.
4. Associates are being provided with face shields. The CDC has not mandated the use of face shields while at work. Associates may wear face shields at their discretion, or as required by Policy when they are not able to wear face coverings.

Surgical Face Mask Guidance

1. Be careful not to touch your eyes, nose, and mouth when removing your mask.
2. Before removing your mask, wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
3. Avoid touching the mask itself, as it could be contaminated. Hold it by the loops, ties, or bands only. Carefully remove the mask from your face once you unhook both ear loops, untie the bottom bow first, followed by the top one, or remove the bottom band first by lifting it over your head, then do the same with the top band.
4. Holding the mask loops, ties, or bands, discard the mask by placing it in a plastic bag, tying the bag shut, and discarding the bag in a trash bin.
5. After removing the mask, wash your hands thoroughly or use hand sanitizer.
6. If your face mask becomes soiled during your shift, dispose of it and put on a fresh face mask.

Cloth Face Covering Guidance

1. Immediately wash your hands with soap and water for at least 20 seconds before and after using or adjusting a face covering. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
2. To put on the face covering distributed by Rite Aid (shown below), pull the face covering all the way down onto your neck and then lift the front of the face covering over your mouth and nose, making sure that it stays secure under your chin.







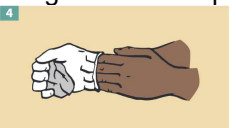


3. Be careful not to touch your eyes, nose, or mouth when removing the cloth face covering.
4. Use a bag or bin to store cloth face coverings until they can be laundered with detergent and hot water and dried on a hot cycle. Cloth face coverings should be washed after each shift. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on or adjusting the mask, and avoid touching your face. Discard cloth face coverings that: have stretched out or damaged ties or straps, no longer cover the mouth and nose, don't stay on the face, or have any rips or holes.

Face Shields

1. Store and distribution center associates may wear face shields. Each associate should label his or her face shield with permanent marker or a label. We do not recommend adding any decals or additional decoration to the shield, as you must be able to clean all surfaces to prevent the spread of infection.
2. Face shields may be taken home or left at work. If you leave your face shield at work, leave it in the manager's office or the pharmacy, as applicable.
3. Your face shield should be cleaned after each shift. Your face shield can be cleaned with bleach, ammonia, or peroxide wipes without streaking or discoloring. If your face shield develops a film, wash the face shield with hot water and soap.
4. Wearing a face shield does not eliminate the need to wear a face covering. If you decide to wear a face shield, you must still wear a face covering.

Gloves²

The CDC has not issued guidance on wearing gloves, but associates may choose to wear gloves. If you work in a jurisdiction that requires associates to wear gloves (like New Jersey), you **must** comply. If you choose to wear gloves, pull a glove on each hand and extend to cover the wrist. To remove the gloves, follow these steps:

1. Grasp the outside of one glove at the wrist. Do not touch your bare skin. 	2. Grasp the outside of one glove at the wrist. Do not touch your bare skin. 
3. Peel the glove away from your body, pulling it inside out. 	4. Hold the glove you just removed in your gloved hand. 
5. Peel off the second glove by putting your fingers inside the glove at the top of your wrist. 	6. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second. 
7. Dispose of the gloves safely. Do not reuse the gloves. 	8. Clean your hands immediately after removing gloves.

Definitions

Face Covering: A face covering is a surgical mask or a covering that is made of cloth that covers the nose and mouth. Associates are being provided with cloth face coverings and surgical masks. These must, subject to limited exceptions made in advance for medical conditions, be worn while on duty in a manner to cover completely the nose and mouth.

The CDC recommends that face coverings should (and the Company requires that while associates are on duty face coverings must):

- Fit snugly but comfortably against the side of the face;
- Be secured with ties or ear loops;
- Include multiple layers of fabric;
- Allow for breathing without restriction; and
- Be able to be laundered and machine dried without damage or change to shape.

Face Shield: A clear plastic shield that fits over the head and covers the face from the forehead to below the chin.

² Source: CDC Publication: How to Remove Gloves.

Hello Pennsylvania Retail & Pharmacy Leaders,

Under a travel advisory announced by the Governor of Pennsylvania, all associates who work in Rite Aid stores (or visit Rite Aid stores for work) returning to Pennsylvania from certain states will need to quarantine for 14 days upon return from one of those states. You do not need to quarantine if you were just passing through these states for a limited duration while traveling from one state to another. Examples of such brief passage include but are not limited to: stopping at rest stops for vehicles, buses, and/or trains; or layovers for air travel, bus travel, or train travel.

Please note that the travel advisory does not apply to those strictly commuting to or from a restricted state for work.

As of today, there are 15 states that meet the criteria stated above:

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Idaho | <input type="checkbox"/> Oklahoma* |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Iowa* | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Kansas* | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> California | <input type="checkbox"/> Louisiana | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Delaware* | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Nevada | |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> North Carolina | |

*=New states added as of 7/12/2020

Before you travel, you should check this website to see if your destination is in one of the restricted states:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>. The list is expected to change, so please check the website often if you plan to travel.

If you have traveled to one of these areas in the last 14 days, you will not be permitted to return to work until 14 days have passed since your return. **Please be reminded that associates who initiate personal travel to a restricted state after today will not qualify for Pandemic Pay and should call the BSC to initiate a short administrative leave.**

Reach out to your HR Leader or Region Leader with questions.

Thank You,
Retail & Pharmacy Operations



Rite Aid COVID-19 Member Resources

Nothing is more important to the Local 1776KS team than the safety and well-being of our members, who heroically continue to work during this devastating COVID-19 pandemic. We have worked with Rite Aid to improve a wide array of policies, from leave and sick time provisions to securing more stringent standards for cleaning worksites, to enhanced protections such as installation of Plexiglas panels. We have created this executive summary to help you navigate your employer's COVID-19 policies and safety protocols, leave of absence provisions, healthcare benefit updates and other important information.

This executive summary is for your general information only and is not a substitute for your Contract or existing policies and procedures. Members with particular questions about the improvements summarized below are encouraged to contact their Union Representative.

Safety Precautions

The following safety measures have been agreed to by the Company:

- Plexiglas shields have been added to each checkout register
- Everyone is cleaning on their own; weekly commercial cleaning
- Registers are now to be cleaned and sanitized every hour
- Associates should wash hands at least once per hour
- All bathrooms and floors to be sanitized 7 days a week
- Associates being provided PPE masks and gloves
- "6 ft. rule" throughout the store, which includes taping at pharmacy and registers
- Self-service product is being cleaned regularly
- Enhanced "Cleaning & Disinfecting Procedures"
- Reduction of in store occupancy
- Enhanced cleaning and sanitizing of baskets, carts, and mart carts
- Curbside pickup for at-risk population
- Only bagging with store-provided bags
- Rotating registers
- Temperature screening

Leave Provisions

Any associate diagnosed with COVID-19 will be paid up to two weeks of replacement pay while they are unable to work. If the associate is unable to return to work after two weeks, the associate will be able to use any other sick leave pay or short-term disability. Also, any associate who is asked to self-quarantine by their health care provider or by the Company, based on current CDC risk assessment guidelines, will be paid up to two weeks of replacement pay while they are unable to work.

For a full-time associate, one week of replacement pay is equal to 40 hours at their regular rate of pay. For a part-time associate, one week of replacement pay equals their average hours worked in a week over the last 52 weeks at their regular rate of pay.



Rite Aid COVID-19 Member Resources

For leave of absence options available to you please see Part Time and Full Time flowcharts on pages 3 and 4, respectively.



Rite Aid COVID-19 Member Resources

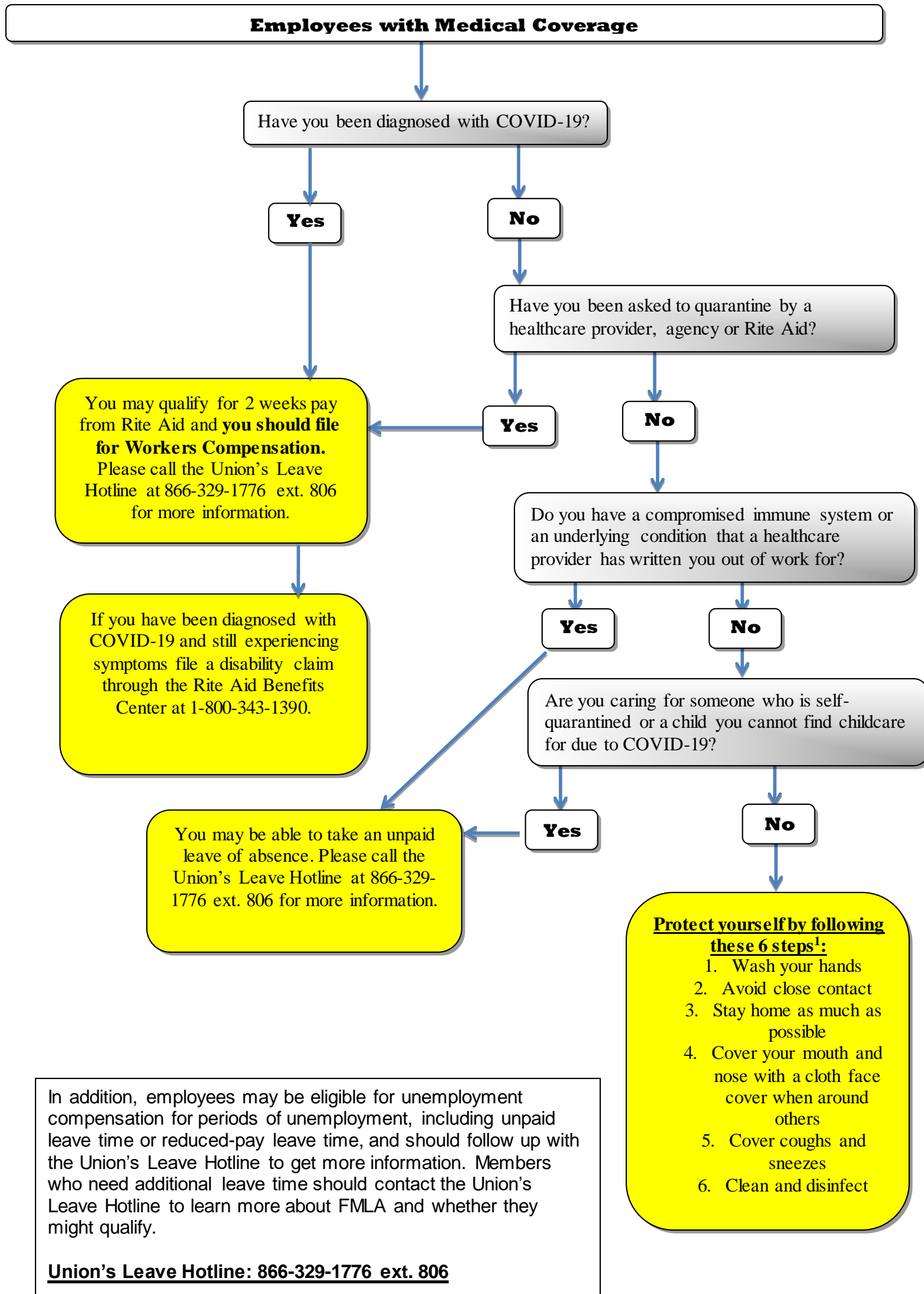
Workers' Compensation & COVID-19

PROTECT YOUR RIGHTS

COVID-19 IS COVERABLE BY THE PENNSYLVANIA WORKERS' COMPENSATION ACT

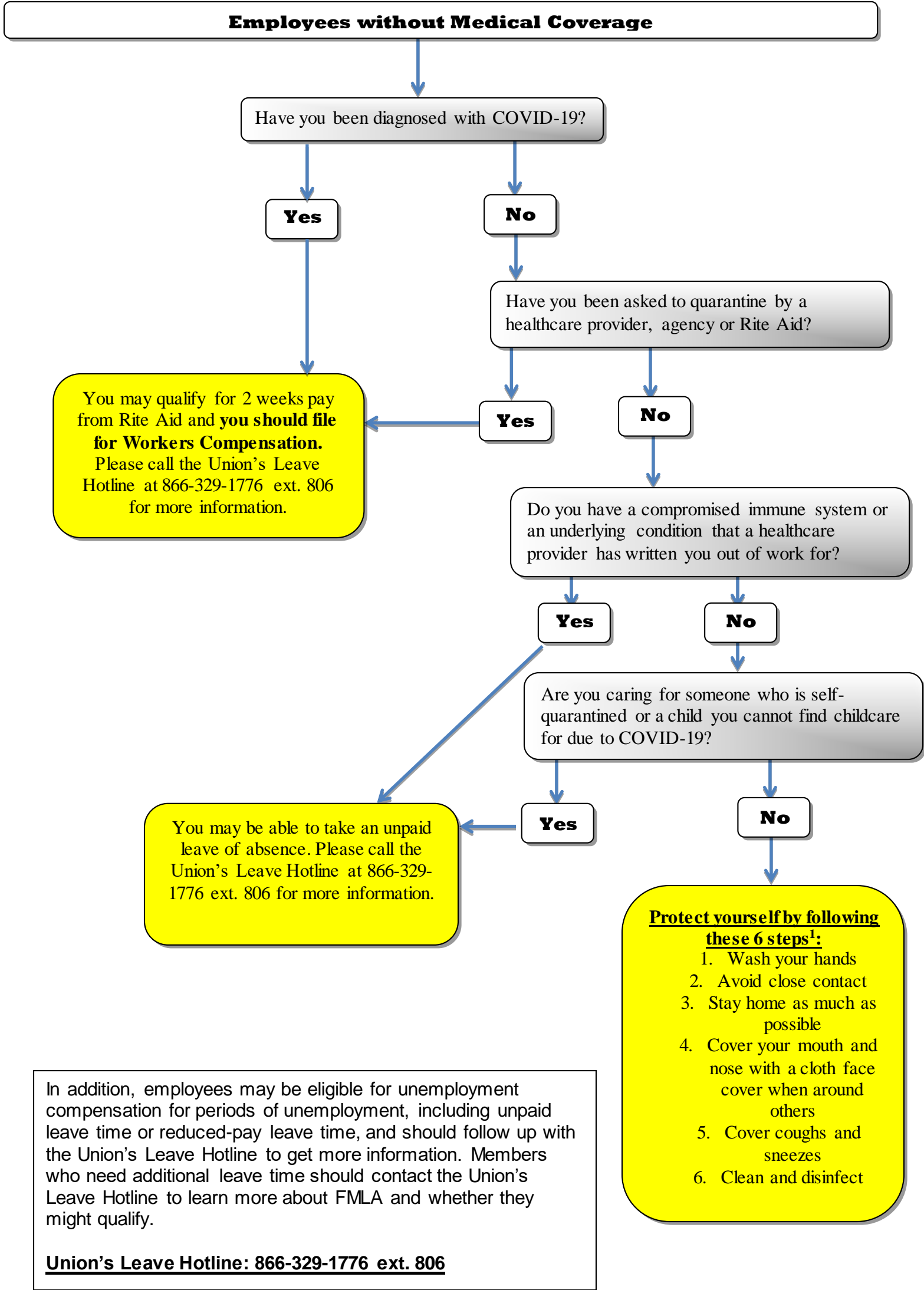
- The Pennsylvania Workers' Compensation Act (Act) covers all injuries, diseases, and illnesses which occur during the course and scope of employment.
- To be covered under the Act, you **MUST** provide NOTICE that: (1) you have been diagnosed with COVID-19 and (2) it was due to your exposures on the job.
- The Employer **MUST** let the you know whether it will accept (Notice of Compensation Payable), temporarily accept (Notice of Temporary Compensation Payable), or deny (Notice of Compensation Denial) the claim within 21 days of you providing notice.
- If you do not receive a response OR the claim is denied, you must file a Claim Petition to protect your potential right to important wage loss and/or medical benefits.
- IT IS CRITICAL THAT ALL claims for COVID-19 should be filed as there is no way to know the long-term physical and/or financial impact that the virus could have on you or your family.
- Willig, Williams and Davidson is working with UFCW Local 1776 during this crisis to ensure that all claims are properly handled. If you have any questions or concerns regarding your rights with regard to your employment and COVID-19, please contact the Head of our Workers' Compensation Department, Michael G. Dryden, Esq., at 215-656-3645 or mdryden@wwdlaw.com.

Rite Aid COVID-19 Leave Options



¹ As per CDC guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Rite Aid COVID-19 Leave Options



¹ As per CDC guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Rite Aid COVID-19 Member Resources

Mental Health Consultants:



A Guide to Utilizing Telehealth for the First Time

As large focus of a therapist's work is centered on creating strong therapeutic relationships by fostering a safe and comforting environment. This is traditionally done through in-person therapy; however due to the latest developments of COVID-19 many therapists are transitioning their practices to online services through the use of HIPPA compliant telehealth platforms. MHC is approving telehealth services to allow for timely, accessible, and most of all safe behavioral health services during this challenging time.

Benefits to Telehealth:

- Individuals are able to access their behavioral health services from the comfort and safety of their homes.
- Research shows that therapy offered via telehealth is found to be just as effective as in-person sessions.
- Telehealth allows individuals to maintain a sense of routine by remaining consistent with their regularly scheduled therapy appointments.
- Telehealth prevents disruption to already established goals and treatment.
- Therapists are able to provide timely support, coping and stress management skills to those who are struggling with the rapidly changing updates surrounding COVID-19.
- When utilizing telehealth services there is no additional cost to you. Your copay or coinsurance remains the same.

What to Expect:

For telehealth services, all you need is a computer, tablet, or cell phone that is equipped with video and microphone capabilities. Your provider will be utilizing a HIPPA compliant telehealth platform that they can share with you prior to your first appointment. It is most effective for you to treat your telehealth sessions as you would any other in-person appointment. Follow the tips below to have a successful telehealth experience:

- Find a quiet, private place that you can go to to participate in your telehealth session.
- Test out the equipment ahead of time. Speak with your provider prior to your first telehealth session and make sure you are able to access and connect with their telehealth platform without any difficulty.
- Make sure your laptop, tablet or cell phone is equipped to share both your video camera and microphone on your device.
- If using a laptop computer try connecting directly to the internet through an Ethernet cord to allow for a better connection during your session.
- Speak with your provider ahead of time to discuss any questions or concerns you may have about participating in telehealth services.

Need further assistance? Call MHC 1.800.255.3081



Rite Aid COVID-19 Member Resources



Effective Date	10/27/2020
Previous Version Date	10/06/2020
End Date	Indefinite
Owner	HR

Coronavirus Disease (COVID-19) Guidelines – Noncorporate

Statement

It is the goal of Rite Aid (the “Company”) to take steps to reduce the spread of Coronavirus (“COVID-19”) in the workplace and to protect the wellness of all associates and customers. These Guidelines set forth the responsibilities of all associates to minimize the risk of the spread of COVID-19. Please understand that these Guidelines cannot anticipate all possible situations, so please be patient as we respond to this rapidly changing situation.

Scope

These Guidelines apply to all associates of Rite Aid who work outside of corporate or field offices (such as Rite Aid stores and distribution centers) outside of California.

Definitions

Exposure: A person is exposed to COVID-19 when he or she answers yes to any of the following questions:

- Is the associate living in the same household as, an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptoms and a confirmed/presumed case of COVID-19 and the associate has not been using recommended precautions for home care and home isolation¹?
- Has the associate been in close contact for a prolonged period of time with a person with a confirmed/presumed case of COVID-19 who is displaying symptoms?
- Has the associate been in contact with respiratory secretions (i.e., you were coughed on) by a person with a confirmed/presumed case of COVID-19?
- Has the associate been in the same indoor environment with a person with a confirmed/presumed case of COVID-19 for a prolonged period of time (i.e., in the same classroom or same hospital waiting room)?

Close Contact: Within 6 feet.

Confirmed Case: A situation where a person has tested positive for COVID-19 using a viral test.

Presumed Case: A situation where a person has symptoms of COVID-19, but the person’s healthcare provider does not suggest or order COVID-19 testing because the healthcare provider presumes that the person has COVID-19, and the healthcare provider has provided documentation accordingly. *Associates should be aware that they will no longer be eligible for Pandemic Pay if they have a presumed case of COVID-19 because Rite Aid now has free viral testing available. Go to <https://www.riteaid.com/pharmacy/services/covid-19-testing> to find Rite Aid testing locations. Associates must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection.*

Prolonged Period: 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection).

Quarantine: Separating and restricting your movement (i.e., not coming to work), whether directed by a medical professional or by yourself.

Social Distancing: Avoiding gatherings of 10 or more people. If you have to be around people, keep 6 feet between you and other people when possible.

Administrative Leave: An unpaid, job-protected leave initiated because the associate has concerns about coming to work. The duration of administrative leave is indefinite and will end when Rite Aid determines, in its sole discretion,

¹ For guidance on what constitutes precautions for home care and home isolation, please see the CDC’s guidance, Preventing the Spread of Coronavirus Disease 2019 in Homes and Residential Communities, available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>.

that administrative leave initiated pursuant to the COVID-19 pandemic will end. An associate may decide to return to work before Rite Aid determines that administrative leave will end.

Guidelines

Travel

Until further notice, the Company has suspended international business travel. The Company has restricted domestic travel to essential business, but if you must travel, recommendations include:

- Discussing business travel concerns with your supervisor.
- Wiping down airline seats, tray tables, and surfaces in hotel rooms with disinfecting wipes and limiting access to your hotel room by others during your stay.
- Associates who travel internationally will be required to quarantine upon return.
- Associates should avoid personal travel (domestic or international) to locations which have been deemed by the CDC to have significant outbreaks of COVID-19. Associates are encouraged to check the CDC's latest guidance on travel.
- The Company follows state-imposed quarantines related to travel. Check your state's COVID-19 travel guidelines if you plan to travel to determine if you need to quarantine upon return from your travel. *Remember that associates who engage in personal travel that results in quarantine are not eligible for pandemic pay related to that quarantine.*

Information on COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Based on what the CDC knows now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

Practice Good Hygiene

Each associate has a responsibility to help prevent the spread of COVID-19. It is very important that associates engage in good hygiene practices while at work, especially:

- Refrain from shaking hands or otherwise touching your coworkers or others.
- Frequently wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub them together until they feel dry.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- **When you need to cough or sneeze:**
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Adhere to the recommendations issued by the CDC.
- When not at work, associates are expected to practice social distancing. While at work, associates are expected to practice social distancing by keeping at least 6 feet between themselves and other people as practical.
- **Rite Aid is shipping gloves, surgical masks, and face shields to stores and distribution centers for use by associates, as they become available.** The CDC recommends the use of face coverings, and Rite Aid has mandated that associates use face coverings. The CDC has issued no recommendations on the use of gloves or face shields.

Monitor Yourself For Symptoms

Associates must monitor themselves for symptoms of COVID-19 by performing a self-assessment before coming into work and stay home if they are experiencing symptoms. The symptoms that should be monitored are fever, cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat. Associates who are experiencing symptoms of COVID-19 should consult with their healthcare provider. It is particularly important to seek medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. The CDC recommends that you call your medical provider for any other symptoms that are severe or concerning to you.

Important: An associate who reports to work despite knowledge of that associate's positive COVID-19 viral test will be subject to discipline, up to and including immediate termination.

Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately.

What to Do if You're Effected by COVID-19

Associates are encouraged to stay home if they have a fever or other symptoms of COVID-19, and should consult with their healthcare provider. Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately. These Guidelines require the following actions be taken to reduce the spread of COVID-19:

- **Confirmed/Presumed Case of COVID-19:** Associates should stay home if they have a confirmed/presumed case of COVID-19 or have been ordered to quarantine by a governmental entity. Associates can return to work when cleared by their healthcare provider.
- **Experiencing Symptoms Consistent with COVID-19:** An associate who is experiencing symptoms of COVID-19 should stay home, consult with his or her healthcare provider, and follow the healthcare provider's direction. Associates should be aware that Rite Aid has many COVID-19 viral testing sites. A current list of Rite Aid testing sites is available here: <https://www.riteaid.com/pharmacy/services/covid-19-testing>. Associates may use this link to arrange for current free viral testing at a Rite Aid. If there is not a Rite Aid providing testing close to you, contact your HR Leader or Regional Leader to determine where you can get tested through a partnership with the U.S. Department of Health and Human Services. **Associates who wish to receive Pandemic Pay** while out of work due to experiencing symptoms must register to have a COVID-19 viral test within 24 hours of first experiencing symptoms. Associates must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection. Associates who do not arrange to have a COVID-19 viral test must contact the Benefits Service Center to be placed on administrative leave and may return to work when fever free for 3 days, symptom free, and 7 days have passed since the associate first experienced any symptoms.
- **Exposure:** Associates should stay home in quarantine for 14 calendar days from the date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) if they suspect that they have been exposed to COVID-19. Individuals who are well but reside with or otherwise care for someone who has a confirmed/presumed case of COVID-19 should stay home for 14 calendar days in quarantine to ensure that they do not exhibit any symptoms.
- **Travel:** Associates who are returning from international travel must stay home for at least 14 calendar days following their return. Check the CDC's publication "Coronavirus Disease 2019 Information for Travel" for information on Level 3 areas. **This does not apply to pharmacists commuting from Canada.**

Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.

If an associate travels for personal reasons and that travel would require the associate to quarantine after such travel, the associate will need to quarantine but will not be eligible for Pandemic Pay.

- **Living With/Caring For Person With Symptoms Awaiting Test Results:** An associate who has no symptoms of COVID-19, has not been using recommended precautions for home care and home isolation, and lives with, is an intimate partner of, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 should stay home until the person with symptoms receives the results of his or her viral test. If the test is positive, the associate should stay home in quarantine for 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms). If the test is negative, the associate should return to work if the associate has no symptoms.

Associate Notification Responsibilities

Associates must immediately notify their supervisor if they:

- Need to stay home because they are experiencing symptoms of COVID-19.
- Have been a confirmed or presumed case of COVID-19 as determined by a healthcare provider or a public health official.
- Are subject to mandatory or suggested quarantine related to COVID-19 by a healthcare provider or a public health official (including the beginning and end dates of the quarantine period).
- Know or suspect exposure to someone with a confirmed/presumed COVID-19 diagnosis.
- Have recently traveled to a location identified as CDC Level 3.
- Are planning to travel to a CDC Level 3 area on a personal trip in the next 60 days.
- Have no symptoms of COVID-19 but live with, care for, or have been exposed to a person who does have symptoms and who is being tested for COVID-19 using a viral test.
- Have requested an administrative leave.

All associates who need to initiate administrative leave pursuant to these Guidelines should (1) notify their supervisor, and (2) contact the Benefits Service Center to initiate the leave.

Associates who knowingly violate these Guidelines could face disciplinary action.

Pandemic Pay

Associates will receive up to two weeks of pay in the following circumstances:

- Associate who has a confirmed case of COVID-19;
- Associate is experiencing symptoms of COVID-19 and waiting on viral test results (and the associate registered for a COVID-19 viral test within 24 hours of experiencing symptoms);
- Associate is sent home because he or she is not permitted to work after screening (and, if the reason the associate was sent home was due to symptoms, the associate has registered for a COVID-19 viral test within 24 hours of being sent home and is waiting on test results); or
- Associate is quarantined due to exposure to COVID-19.

Note: Associates who are excluded from work due to personal travel will not receive Pandemic Pay. Associates experiencing symptoms or sent home due to screening must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection.

An associate who is on administrative leave for one of the reasons outlined in these Guidelines may take any available, accrued vacation or sick time if the associate is not receiving Pandemic Pay.

School or Daycare Closure

If your child's school or daycare closes, it is expected that you attempt to find alternative childcare, switch shifts, or take any other measures to be available for work. If you cannot, you will be placed on an unpaid, job-protected administrative leave. During this time, you may use accrued time off.

Rite Aid pharmacists and RediClinic clinicians and medical assistants are healthcare professionals and are expected to take every possible measure to ensure that they can maintain operations.

Planned Vacations or Vacation Days

Please work with your HR representative and supervisor to address pre-planned vacations or vacation days.

Company Response

After receiving relevant information, the Company will take prompt and appropriate action(s) to reduce the spread of COVID-19 in the workplace. The Company also reserves the right to require associates to stay home or work from home depending on the particular circumstances.

The Company's decisions regarding excluding individuals from the workplace will be based on current and well-informed judgements concerning information available about COVID-19, the risks of transmitting COVID-19 to others, and the symptoms and special circumstances of each individual who has (or has been exposed to) COVID-19. The Company will follow all applicable regulations or instructions issued by federal, state or local public health authorities, the CDC, or other governmental agencies. The Company will generally follow guidelines or recommendations issued by these sources, taking into account the particular workplace circumstances.

Leaves of Absence

All requests for administrative leave under these Guidelines shall be initiated through the Benefits Service Center. The Benefits Service Center can be reached at 1-800-343-1390. Please understand that the Benefits Service Center may be overwhelmed; please be patient.

Return to Work

After Being Confirmed or Presumed to Have COVID-19: If an associate is confirmed or presumed to have COVID-19 (even if not showing symptoms), he or she should return to the workplace only after being released by a medical professional and providing corresponding documentation.

After Experiencing Symptoms Consistent with COVID-19 and Awaiting Test Results: An associate who is experiencing symptoms of COVID-19 and is awaiting viral test results should stay home until receiving the results of the test. If the viral test is positive, the associate should follow the guidance under "After Being Confirmed to Have COVID-19." If the viral test is negative, the associate should come back to work.

After Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19: An associate who is off work to care for a family member with confirmed/presumed COVID-19 or who lives with a person with confirmed/presumed COVID-19 may only return to work 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and the associate is not experiencing any symptoms of COVID-19.

After Travel: An associate that has traveled internationally must stay off work for 14 calendar days following return, and may only return to work if the associate is not experiencing any symptoms of COVID-19. **This does not apply to pharmacists commuting from Canada. Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.**

After Quarantine: An associate who is quarantined due to exposure to a confirmed/presumed case of COVID-19 may return to work after 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and only if the associate is not experiencing any symptoms of COVID-19.

After Being on Administrative Leave: An associate who has been on administrative leave must return to work on the earlier of the following events: (a) Rite Aid determines, in its sole discretion, that administrative leave will end, or (2) the associate determines that it is safe to return to work.

After Reporting Exposure to a Person Who Has Symptoms and is Being Tested for COVID-19: An associate who has no symptoms of COVID-19 but lives with, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 (using a viral test) should return to work if the test is negative and the associate has no symptoms. If the viral test is positive, the associate should follow the guidance under either "After Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19" above or "After Quarantine" as applicable.

Group Health Insurance During Leave

If an associate participates in an employer-sponsored group health plan, benefits may be maintained in accordance with any protections offered under the applicable leave policy. Unless otherwise specified in the relevant policy, whenever an associate is receiving pay during a qualifying leave of absence where health insurance benefits are maintained, the associate's portion of the group health plan premium will be deducted from the associate's paycheck. Associates should contact Human Resources with any questions regarding continuing benefits during any leave.

Discrimination and Retaliation Prohibited

The Company strictly prohibits and will not tolerate any retaliation or discrimination against any individual based on the individual having been exposed to and/or being diagnosed with COVID-19. Any individual who believes that he or she has been wrongfully retaliated against or discriminated against should immediately notify Human Resources.

Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of any associate medical information will be maintained in accordance with applicable law and to the fullest extent practicable under the circumstances. The Company is committed to complying with all applicable federal, state, and local laws that protect the privacy of persons who have COVID-19. The Company reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been a confirmed/presumed case of COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

Abuse

In cases of suspected abuse of leave granted in relation to COVID-19, an investigation by Human Resources may be initiated. If it is found through the investigation that the associate has used COVID-19 related leave in an improper manner, discipline, up to and including termination, may be taken against the associate.

Questions

Associates who have any questions or concerns regarding these Guidelines should contact Human Resources.

Resources

World Health Organization Information: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

CDC Information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>



Effective Date	11/17/2020
Previous Version Date	10/12/2020
Owner	HR

Policy Regarding Gloves, Face Coverings, and Face Shields

Statement

Rite Aid (the “Company”) is providing associates in Rite Aid stores, distribution centers, the ice cream plant, the Information Technology Center, the Fixture Distribution Center, the Print Shop, and Central Fill (together, the “Rite Aid Locations”) with gloves, surgical masks, and cloth face coverings. Associates who work in stores and distribution centers are being provided with face shields. This Policy, together with related Guidelines from the Company, discuss safe use of these materials.

Scope & Enforcement

This Policy, together with other Guidelines from the Company, apply to all associates working in all Rite Aid Locations. Further, this Policy articulates the minimum safety-related standards regarding the use of gloves, face coverings and face shields and is applicable to all such associates.

Failure to adhere to this Policy may result in disciplinary action, up to and including termination of employment.

All Rite Aid Managers (include Store Managers, Pharmacy Managers or Manager(s) on duty at our stores) are responsible for ensuring adherence to this Policy and the failure to do so may result in disciplinary action, up to and including termination of employment.

Policy Requirements

Mandatory Face Covering Requirement

1. Associates **must** wear face coverings while at work at any Rite Aid Location. Pharmacists, pharmacy technicians, and pharmacy cashiers **must** wear a surgical mask, disposable mask, the Rite Aid-provided cloth face mask, or another *well-fitting* cloth face covering that does not leave gaps at the side of the wearer’s face (see definition section below for more information). All other associates may also wear any face covering of their own that meets CDC guidelines.¹
2. Face coverings **must** be worn over the nose and mouth. Face coverings **must not** be pulled down under the chin, or worn so that the mouth or nose is exposed (refer to the diagram below for an illustration of correct usage).
3. **Exceptions:**
 - a. If an associate has a medical condition that prohibits the use of a face covering, the associate **must** request an accommodation through the accommodation process. Based on updated CDC guidance, as of October 12, 2020, face shields will no longer be considered effective alternatives to wearing face coverings. All associates who need an accommodation must request one by October 12, 2020.
 - b. Associates do not need to wear a face covering while eating or drinking, but must maintain social distancing when removing a face covering to eat or drink.
 - c. Associates do not need to wear a face covering when they are alone in a room with the door closed.
 - d. If you are trying to help a customer who is deaf or hard of hearing, or if your face mask is making verbal communication difficult for a customer either in person or at the drive thru, please find your face shield, put on the face shield, and remove your mask to assist the customer. Please make sure to keep a six foot distance from the customer when you switch from your face covering to your face shield. In this circumstance you **must** wear a Rite Aid-provided face shield. If you’re in a location where you can write out what you are saying, this may be helpful and less frustrating for both you and the deaf or hard of hearing person and avoid misunderstanding.
4. Before putting on or adjusting your face covering, put on gloves or wash your hands with soap and water for at least 20 seconds or clean your hands with a hand sanitizer that contains at least 60% alcohol.
5. Associates **must not** reverse, move, or remove their face coverings unnecessarily while working. Associates **must** wear face coverings while working at any Rite Aid Location.
6. Associates **must not** share their face coverings with others.

¹ You can find instructions from the CDC on how to make a cloth face covering here:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

General Guidelines

1. The CDC recommends that all individuals who work in pharmacies should wear face coverings, and as well as all other individuals working in public settings where other social distancing measures are difficult to maintain and in areas of significant community-based transmission. Most states and municipalities also require individuals to wear face coverings in public.
2. Associates are being provided with cloth face coverings and surgical masks. The CDC states that masks offer some protection to you and are also meant to protect those around you, in case you are unknowingly infected with the virus that causes COVID-19.
3. Associates are being provided with gloves. The CDC has not mandated the use of gloves while at work. Associates may wear gloves at their discretion. Guidelines for the safe use of gloves are provided below.
4. Associates are being provided with face shields. The CDC has not mandated the use of face shields while at work. Associates may wear face shields at their discretion as an additional measure of protection, but not in place of a face covering.

Surgical Face Mask Guidance

1. Be careful not to touch your eyes, nose, and mouth when removing your mask.
2. Before removing your mask, wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
3. Avoid touching the mask itself, as it could be contaminated. Hold it by the loops, ties, or bands only. Carefully remove the mask from your face once you unhook both ear loops, untie the bottom bow first, followed by the top one, or remove the bottom band first by lifting it over your head, then do the same with the top band.
4. Holding the mask loops, ties, or bands, discard the mask by placing it in a plastic bag, tying the bag shut, and discarding the bag in a trash bin.
5. After removing the mask, wash your hands thoroughly or use hand sanitizer.
6. If your face mask becomes soiled during your shift, dispose of it and put on a fresh face mask.

Cloth Face Covering Guidance





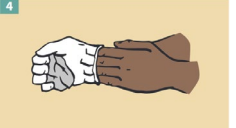


1. Immediately wash your hands with soap and water for at least 20 seconds before and after using or adjusting a face covering. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
2. Make sure that the face covering covers your nose and mouth.
3. Be careful not to touch your eyes, nose, or mouth when removing the cloth face covering.
4. Use a bag or bin to store cloth face coverings until they can be laundered with detergent and hot water and dried on a hot cycle. Cloth face coverings should be washed after each shift. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on or adjusting the mask, and avoid touching your face. Discard cloth face coverings that: have stretched out or damaged ties or straps, no longer cover the mouth and nose, don't stay on the face, or have any rips or holes. Discard ghluv face coverings that were distributed in April/May 2020.

Face Shields

1. Store and distribution center associates may wear face shields in addition to face coverings. Each associate should label his or her face shield with permanent marker or a label. We do not recommend adding any decals or additional decoration to the shield, as you must be able to clean all surfaces to prevent the spread of infection. Face shields may not be altered or shortened.
2. Face shields may be taken home or left at work. If you leave your face shield at work, leave it in the manager's office or the pharmacy, as applicable.
3. Your face shield should be cleaned after each shift. Your face shield can be cleaned with bleach, ammonia, or peroxide wipes without streaking or discoloring. If your face shield develops a film, wash the face shield with hot water and soap.
4. Wearing a face shield does not eliminate the need to wear a face covering. If you decide to wear a face shield, you must still wear a face covering.

Gloves²

The CDC has not issued guidance on wearing gloves, but associates may choose to wear gloves. If you work in a jurisdiction that requires associates to wear gloves (like New Jersey), you **must** comply. If you choose to wear gloves, pull a glove on each hand and extend to cover the wrist. To remove the gloves, follow these steps:

1. Grasp the outside of one glove at the wrist. Do not touch your bare skin. 	2. Grasp the outside of one glove at the wrist. Do not touch your bare skin. 
3. Peel the glove away from your body, pulling it inside out. 	4. Hold the glove you just removed in your gloved hand. 
5. Peel off the second glove by putting your fingers inside the glove at the top of your wrist. 	6. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second. 
7. Dispose of the gloves safely. Do not reuse the gloves. 	8. Clean your hands immediately after removing gloves.

Definitions

Face Covering: A face covering is a surgical mask or a covering that is made of cloth that covers the nose and mouth without an exhalation valve or vent. Associates are being provided with cloth face coverings and surgical masks.

Masks and face coverings must:

- Fit snugly but comfortably against the side of the face without having any gaps;
- Completely cover the nose and mouth;
- Be secured with ties or ear loops;
- Include multiple layers of fabric;
- Allow for breathing without restriction; and
- (For cloth face coverings): Be able to be laundered and machine dried without damage or change to shape.

Masks and face coverings **must not**:

- Be made of fabric that makes it impossible to breath effectively (for example, vinyl, plastic, or rubber);
- Be made of lace or other perforated fabric; or
- Have exhalation valves or vents which allow virus particles to escape, as shown in the images below.



Examples of unacceptable face coverings are gaiters, bandanas, and t-shirts pulled up over the nose and/or the use of face shields in place of wearing a face covering.

Gaiter: A gaiter is a fabric covering in the form of a closed loop worn around the neck that can extend to cover the lower part of the face. The image to the right is an example of an ineffective gaiter from the CDC's website.

Face Shield: A clear plastic shield that fits over the head and covers the face from the forehead to below the chin.



² Source: CDC Publication: How to Remove Gloves.



Effective Date	10/06/2020
Previous Version Date	07/21/2020
Owner	HR

Procedure for Response to Associate Confirmed/Presumed Case of COVID-19 – Store Associates

Statement

This procedure sets forth the steps to take when an associate reports that he or she has a confirmed or presumed case of COVID-19 and has worked in our stores in the last 14 days. These procedures are being initiated because of the “medium level” of risk (as defined by the CDC) related to having an associate with a confirmed or presumed case of COVID-19 working in our stores, as opposed to situations where a customer with a confirmed or presumed case of COVID-19 has been in the store (which the CDC has identified as a low risk situation).

Scope

These Guidelines apply to all associates working in Rite Aid stores. (They do not apply to associates working in RediClinics; RediClinic has or is developing its own procedures.)

Definitions

Confirmed Associate: Associate with a confirmed case of COVID-19 using a viral COVID-19 test. A confirmed case of COVID-19 can only be determined by a medical professional after appropriate testing procedures. A Confirmed Associate, for the purpose of this procedure, does not include an associate who has a positive antibody test.

Presumed Associate: Associate who has symptoms of COVID-19, but whose healthcare provider does not suggest or order COVID-19 testing because the healthcare provider presumes that the associate has COVID-19, and the healthcare provider provides documentation accordingly. If a healthcare provider provides documentation indicating that an associate should quarantine because the associate is experiencing symptoms consistent with COVID-19, that associate will be considered a “Presumed Associate.”

Procedures

When an associate reports that he or she has a confirmed (with a viral test) or presumed case of COVID-19, follow these steps:

1. The person who received the information from the Confirmed or Presumed Associate contacts their store manager and pharmacy manager.
Responsible Party: The associate to whom the report was made.
2. The store manager and pharmacy manager should place a call to the Regional Retail, Pharmacy and HR Leaders who will inform Divisional Vice Presidents and Divisional HR Leaders.
Responsible Party: Store manager and pharmacy manager should work together to accomplish.
3. Regional or Divisional HR Leader sends an email to Confirmed Case Notification@riteaid.com (this will auto-populate to an email address: notification@riteaid.com) and Field Leadership Team (Divisional and Regional Retail, Pharmacy, and HR).
Responsible Party: Regional or Divisional HR Leader.

The email can follow this format:

Subject: Confirmed or Presumed Associate Case in Store # XXXX
Confirmed or Presumed Associate Name and Associate Number:
Indicate whether the Associate is Confirmed or Presumed:
Confirmed Associate Contact Phone Number (Confirmed Case Only):
Confirmed Associate Home Address (Confirmed Case Only):
Confirmed Associate Date of Birth (Confirmed Case Only):
Store Number:
Store Address:
Confirmed or Presumed Associate's Union Affiliation:
Time and Date of Confirmed or Presumed Diagnosis (if known):
Last Date that the Confirmed or Presumed Associate Worked:
Date the Store was Notified of the Confirmed or Presumed Associate's Diagnosis:

4. Close the store (after receiving authorization from a Regional Leader) to the public if the Confirmed or Presumed Associate worked within the last 7 days. The drive-thru may remain open, unless the Confirmed or Presumed Associate was working in the drive-thru area (in which case the store is closed completely).
 - a. Post a sign explaining that the store is temporarily closed. (Use the sign that says the store is temporarily closed.) Advise customers to pick up prescriptions at drive thru (if it is able to stay open).
 - b. If customers ask, tell them that the store is closed for extra cleaning. Do not disclose the identity of the associate who has the confirmed or presumed case of COVID-19.

Responsible Party: Store Manager and Pharmacy Manager should work together to accomplish.

5. If the Confirmed or Presumed Associate worked in the last 7 days, order fogging and cleaning services. *Remember that fogging and cleaning services do not need to be ordered for an associate who has received a positive antibody test because the antibody test does not indicate active infection.* Once the fogging begins, **all associates** should leave the building. Regional Retail Leader/Regional Pharmacy Leader calls the facilities maintenance call center at 866-532-9927 and requests Level 2 Sanitization, and provides store contact info to CSR. Trigger words for the presumed/confirmed case sanitization will be "Level 2", "fogging" or "aerosol."

Responsible Party: Regional Retail Leader or Regional Pharmacy Leader and Facilities

6. Ask the Confirmed or Presumed Associate to identify which coworkers, vendors, or customers he or she came into close contact with in the last 14 days, which includes the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms. "Close contact" means that the Confirmed or Presumed Associate was within 6 feet of a coworker, vendor, or customer for 15 or more minutes.

Responsible Party: HR Leader

7. Ask the Confirmed or Presumed Associate if he or she consents to Rite Aid sharing his or her name and confirmed or presumed status with coworkers, vendors who delivered items during the associate's shifts, and customers over the last 14 days (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms).

Responsible Party: HR Leader

8. If the Confirmed or Presumed Associate consents, email the Confirmed or Presumed Associate stating that you are writing to confirm that the Confirmed or Presumed Associate has consented to his or her name and confirmed or presumed status being shared, and ask the associate to simply respond "Yes." If the Confirmed or Presumed Associate does not have email, the same communication and confirmation can happen by text message.

Responsible Party: HR Leader

9. Contact store associates as follows:

- a. If the Confirmed or Presumed Associate has consented to the disclosure of his or her identity, call associates who had close contact with the Confirmed or Presumed Associate to tell them that they were in close contact with the Confirmed or Presumed Associate and should quarantine for 14 days from the last date of exposure (which includes the 48 hour period prior to the Confirmed/Presumed Associate experiencing symptoms) as well as their eligibility to receive Pandemic Pay. If a Confirmed or Presumed Associate had close contact with a vendor

employee, the HR Leader will work with the Regional Leader to notify the vendor. If a Confirmed or Presumed Associate had close contact with a customer, the HR Leader will work with the Regional Leader to notify the customer. Other associates who were not identified as having close contact with the Confirmed or Presumed Associate should be notified by the manager on duty about the Confirmed or Presumed Associate's status; if any of those associates believe they were also in close contact with the Confirmed or Presumed Associate in the previous 14 days (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms), they should self-quarantine for 14 days from the date of exposure and will receive Pandemic Pay. Tell the associates to monitor themselves for symptoms and contact a healthcare provider if they experience symptoms.

- b. If the Confirmed or Presumed Associate did not consent to the disclosure of his or her identity, tell each associate, vendor, or customer who was explained to be in close contact with the Confirmed or Presumed Associate that they were in close contact with an associate who has a confirmed or presumed case of COVID-19 and should quarantine for 14 days from the date of exposure (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms) with Pandemic Pay.
- c. If a pharmacist, pharmacy technician, or pharmacy cashier was in close contact with the Confirmed or Presumed Associate (regardless of whether the Confirmed or Presumed Associate was wearing a surgical mask or cloth face covering), and the pharmacist, pharmacy technician, or pharmacy cashier was not wearing a surgical mask, disposable mask, Rite Aid-provided cloth face covering, or another *well-fitting* cloth face covering that does not leave gaps at the side of the face, the pharmacist, pharmacy technician, or pharmacy cashier should quarantine for 14 days from the date of exposure (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms) with Pandemic Pay.
- d. If a pharmacist, pharmacy technician, or pharmacy cashier was in close contact with the Confirmed or Presumed Associate, and the pharmacist, pharmacy technician, or pharmacy cashier does not need to quarantine as described in Section 9(c) above, the pharmacist, pharmacy technician, or pharmacy cashier should continue working if he or she is asymptomatic.

Responsible Party: HR Leader

- 10. HR Leader should follow the applicable current Coronavirus Guidelines regarding who receives Pandemic Pay.

Responsible Party: HR Leader

- 11. Notify local health department to disclose the Confirmed Associate's name, contact information, and the list of associates with whom the Confirmed Associate had close contact with in the last 14 days (including the 48 hour period prior to the Confirmed or Presumed Associate experiencing symptoms).

Responsible Party: Health Department notification team.



Effective Date	05/26/2020
Previous Version Date	05/18/2020
Owner	HR

Procedure for Temperature Screening – Store Associates

Statement & Scope

Rite Aid (the “Company”) is implementing temperature screening to protect the safety of our associates and customers, and to comply with directives and recommendations from many states, counties, and municipalities about screening associates for fevers prior to the beginning of their shifts. This Procedure applies to all Rite Aid store associates where there is not a more specific screening procedure.

Procedures

1. Each associate must check his or her temperature at the beginning of his or her shift, immediately after clocking in.
2. Store managers and pharmacy managers should ensure that all other management associates know how to use the thermometer. Each thermometer comes with instructions.
3. Each associate should perform the temperature screening, in the presence of a manager on duty (for front end) or pharmacist (for pharmacy) (while maintaining social distancing between the manager/pharmacist and the associate), and follow these guidelines:
 - a. Temperatures should be taken in a manner that is consistent with social distancing and does not reveal the thermometer reading to other associates (i.e., one at a time in a private space; if associates must wait in line to have their temperature checked, they should be spaced six feet apart).
 - b. Clean your hands with hand sanitizer that contains at least 60% alcohol.
 - c. Clean thermometer before using with rubbing alcohol and a cotton swab, an alcohol prep pad, or sanitizing wipes, then wipe the unit dry.
 - d. Take your temperature according to thermometer instructions. (Generally, aim nozzle at your forehead and depress trigger to take your temperature reading while holding the unit 1-2 inches from your forehead.)
 - e. **Take your temperature a second time.**
 - f. After use, clean the thermometer as instructed in step c.
4. Thermometers are in high demand and short supply. In order to ensure that thermometers are not accessible by customers and therefore not subject to theft, it is very important to store thermometers in a space that is inaccessible to the public (in the immunization chart in the pharmacy) or a locked room (in a clean container in the manager’s office). *Do not leave thermometers in consultation rooms.*
5. If the associate has a fever of 100 °F or higher on either of the two readings, he or she should report that to the pharmacist or manager on duty and immediately leave the workplace. The pharmacist or manager on duty, as appropriate, should email the Tracy Adams (tladams@riteaid.com) using the template below. *Associates who have fevers should consult the applicable Coronavirus (COVID-19) Guidelines – Noncorporate for instructions regarding qualifying for Pandemic Pay.*

The email can follow this format:

Subject: Temperature Screening in Store # XXXX
Associate Name and Associate Number:
Store Number:
Store Address:
Time and Date of Temperature Screening:

6. If an associate takes his or her temperature at home prior to work, and the associate has a fever of 100 °F or higher, then the associate should not come to work. *Associates who have fevers should consult the applicable Coronavirus (COVID-19) Guidelines – Noncorporate for instructions regarding qualifying for Pandemic Pay.*
7. As a precautionary measure, the pharmacist and manager on duty should work together to see that associates on duty wipe down the area where the feverish associate was working in the last 14 days and common spaces with Purell Disinfectant Spray or a disinfectant described in guidance on how to make Alternative Sanitization Disinfectant Solution published on April 3, 2020. You do not need to close, fog, or order deep cleaning as the result of an associate having a fever. If it is later learned that the associate has a confirmed or presumed case of COVID-19, follow the appropriate procedures. *The manager on duty and pharmacist should refrain from disclosing the name of the associate with the fever to the associate’s*

coworkers or customers, and do not need to make a record of the associate's temperature reading except for sending the email to Tracy Adams as described in step 5.

8. If the associate is experiencing symptoms of COVID-19, he or she should contact a healthcare provider. If the associate has not been tested for COVID-19, the associate may return to work once he or she has been fever-free for 72 hours without the use of fever reducing medication, is not experiencing other symptoms of COVID-19, and it has been 7 days since the onset of any other symptoms.



Effective Date	05/12/2020
Previous Version Date	N/A
Owner	HR

Summary of Instructions for First-Time Use of Berrcom Touchless Infrared Thermometer

Statement

Rite Aid is providing these Instructions as a summary of the factory-issued instructions for the Berrcom Touchless Infrared Thermometer. These Instructions do not replace the factory-issued instructions. For complete information on use of the Berrcom Touchless Infrared Thermometer, see the factory-instructions that came with the unit.

Instructions

1. Install batteries in the thermometer.
 - a. 2 "AA" batteries are required. Use the store supply.
 - b. With nozzle of thermometer facing up, open the battery compartment by pushing the arrow on the handle bottom outward.
 - c. Insert the 2 "AA" batteries.
 - d. In the left slot, place the battery with positive side (protruding end) facing up.
 - e. In the right slot, place the battery with positive side facing down.
 - f. Close compartment door.
2. The thermometer defaults to a Celsius reading. To convert it from Celsius to Fahrenheit:
 - a. Depress trigger to turn unit on.
 - b. Press "Mode" button on side of unit and hold for 2 seconds; the unit will display "F1."
 - c. Press "Mode" button once to convert to "F" and then press "MEM" button to confirm.
3. The unit arrives calibrated for use; however, since readings may appear abnormally high/low you should recalibrate the unit. To recalibrate you will need to calculate an offset value using a different thermometer.
 - a. Take your temperature with an alternate thermometer.
 - b. Take your temperature using the Berrcom thermometer.
 - c. Take the alternate reading and subtract Berrcom reading to calculate the offset value (+/-).
 - d. Turn on the Berrcom unit.
 - e. Press "Mode" button on side of unit and hold for 2 seconds; the unit will display "F1."
 - f. Press "MEM" button twice, the unit will display "F4."
 - g. Press the "Mode" button to choose the Offset value (-5.4 degrees up to +5.4 degrees).
 - h. Press "MEM" button to confirm.

COVID-19 Safety Plan

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Updated 8/7/2020

ABOUT COVID-19

What is COVID-19?

Coronavirus Disease or COVID-19 is an infectious disease caused by newly discovered Coronavirus. COVID-19 is primarily spread from an infected person's respiratory tract when coughing, sneezing, or even talking. It can survive on hard surfaces, allowing it to be transferred to another person that touches that infected surface. Most infected people will exhibit mild to moderate symptoms, while some may be asymptomatic, showing no symptoms.

You're most likely to contract COVID-19 if you've been in close contact with someone infected, or you've touched your mouth, nose, or eyes after touching a surface contaminated with COVID-19. There is currently no vaccine or antiviral medication approved for treating COVID-19. That's why the best cure for COVID-19 is prevention.

This COVID-19 Safety Plan outlines the policies and procedures that Rite Aid has implemented, which adhere to the best practices shown below to ensure the safety of our associates and our customers.

Summary of Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic



BE HEALTHY, BE CLEAN



- Employees - Stay home or leave work if sick; consult doctor if sick, and contact supervisor
- Employers - Instruct sick employees to stay home and send home immediately if sick
- Employers - Pre-screen employees exposed to COVID-19 for temperature and other symptoms



- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not available, use a 60% alcohol-based hand sanitizer per CDC
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wear mask/face covering per [CDC](#) & [FDA](#)



- Never touch Ready-to-Eat foods with bare hands
- Use single service gloves, deli tissue, or suitable utensils
- Wrap food containers to prevent cross contamination
- Follow 4 steps to food safety [Clean, Separate, Cook, and Chill](#)

CLEAN & DISINFECT



- Train employees on cleaning and disinfecting procedures, and protective measures, per CDC and FDA
- Have and use cleaning products and supplies
- Follow protective measures



- Disinfect high-touch surfaces frequently
- Use EPA-registered disinfectant
- Ensure food containers and utensils are cleaned and sanitized



- Prepare and use sanitizers according to label instructions
- Offer sanitizers and wipes to customers to clean grocery cart/basket handles, or utilize store personnel to conduct cleaning/sanitizing

SOCIAL DISTANCE



- Help educate employees and customers on importance of social distancing:
 - Signs
 - Audio messages
 - Consider using every other check-out lane to aid in distancing



- Avoid displays that may result in customer gatherings; discontinue self-serve buffets and salad bars; discourage employee gatherings
- Place floor markings and signs to encourage social distancing



- Shorten customer time in store by encouraging them to:
 - Use shopping lists
 - Order ahead of time, if offered
- Set up designated pick-up areas inside or outside retail establishments

PICK-UP & DELIVERY



- If offering delivery options:
 - Ensure coolers and transport containers are cleaned and sanitized
 - Maintain time and temperature controls
 - Avoid cross contamination; for example, wrap food during transport



- Encourage customers to use "no touch" deliveries
- Notify customers as the delivery is arriving by text message or phone call



- Establish designated pick-up zones for customers
- Offer curbside pick-up
- Practice social distancing by offering to place orders in vehicle trunks

For more information, see [Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic](#)

April 2020

INDIVIDUAL CONTROL MEASURES

Preventative Measures

There are simple and effective ways to protect yourself and others from infection. The CDC recommends the following six steps to prevent the contraction or transmission of COVID-19:

1. Wash your hands thoroughly and often
2. Avoid close contact
3. Cover your mouth and nose with a cloth face cover when around others
4. Cover your mouth when you cough or sneeze
5. Disinfect frequently touched objects and surfaces
6. Monitor your health daily

Rite Aid has implemented policies and guidelines that adhere to the CDC's recommendations. Associates are encouraged to check the CDC's recommendations on preventative measures: [How to Protect Yourself & Others](#)

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Preventative Measures	• Coronavirus Disease (COVID-19) Guidelines – Noncorporate
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DC ASSOCIATES

Request a printed copy through your HR Leader	• Coronavirus Disease (COVID-19) Guidelines – Noncorporate
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Self-Assessment of Symptoms at Home

Associates must monitor themselves for symptoms of COVID-19 by performing a self-assessment before coming into work and stay home if they are experiencing symptoms.

Associates are encouraged to check the CDC's guidance for monitoring symptoms: [Symptoms of Coronavirus](#)

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Self-Assessment of Symptoms at Home	• Coronavirus Disease (COVID-19) Guidelines – Noncorporate
--	--

DC ASSOCIATES

Request a printed copy through your HR Leader	• Coronavirus Disease (COVID-19) Guidelines – Noncorporate
---	--

Temperature Screenings

Rite Aid has implemented temperature screening to protect the safety of our associates and customers, and to comply with directives and recommendations from many states, counties, and municipalities about screening associates for fevers prior to the beginning of their shifts.

Temperature screenings are just one way that Rite Aid is acting to prevent and reduce transmission among employees. Temperature screenings are not a replacement for other protective measures, such as social distancing, and will not prevent asymptomatic individuals from entering the workplace.

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Temperature Screenings

- Summary of Instructions for First-Time Use of Berrcom Touchless Infrared Thermometer
- Procedure for Temperature Screening – Store Associates

DC ASSOCIATES

Request a printed copy through your HR Leader

- Procedure for Temperature Screening – DC Associates

What to Do if You're Sick

Most corporate associates should be working from home. Store and DC associates must immediately notify their supervisor if they:

- Need to stay home because they are experiencing symptoms of COVID-19.
- Have been a confirmed or presumed case of COVID-19 as determined by a healthcare provider or a public health official.
- Are subject to mandatory or suggested quarantine related to COVID-19 by a healthcare provider or a public health official (including the beginning and end dates of the quarantine period).
- Know or suspect exposure to someone with a confirmed / presumed COVID-19 diagnosis.
- Have traveled internationally.
- Are planning to travel internationally on a personal trip in the next 60 days.
- Have no symptoms of COVID-19 but live with, care for, or have been exposed to a person who does have symptoms and who is being tested for COVID-19 using a viral test.
- Have requested an administrative leave.

Review the resources below for information on what to do if an associate reports that he or she has a confirmed or presumed case of COVID-19 and has worked in the last 14 days.

Associates are encouraged to check the CDC's guidance on what to do if you're sick:

[What to Do If You Are Feeling Sick](#)

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > What to Do if You're Sick

- Coronavirus Disease (COVID-19) Guidelines – Noncorporate

DC ASSOCIATES

Request a printed copy through your HR Leader

- Coronavirus Disease (COVID-19) Guidelines – Noncorporate

Returning to Work After a Positive or Presumed COVID-19 Case

If you have a confirmed case of COVID-19 or are deemed to have a presumed case of COVID-19, you should follow your healthcare provider's instructions about when it is safe to return to work. If you do not receive instructions from your healthcare provider about when you can return to work, according to the CDC, you can return to work if:

- At least 10 days* have passed since symptom onset; and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved.

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Returning to Work After a Positive or Presumed COVID-19 Case

- Coronavirus Disease (COVID-19) Guidelines – Noncorporate

DC ASSOCIATES

Request a printed copy through your HR Leader

- Coronavirus Disease (COVID-19) Guidelines – Noncorporate

Information for Travelers

Until further notice, the Company has suspended international business travel. The Company has restricted domestic travel to essential business, but if you must travel, recommendations include:

- Discussing business travel concerns with your supervisor.
- Wiping down airline seats, tray tables, and surfaces in hotel rooms with disinfecting wipes and limiting access to your hotel room by others during your stay.
- Associates should avoid personal travel (domestic or international) to locations which have been deemed by the Centers for Disease Control and Prevention (CDC) to have significant outbreaks of COVID-19.
- Associates should be aware of travel bans (and resulting quarantine requirements) enacted by Governors in some states.

Associates are encouraged to check the CDC's latest guidance on travel:

- [COVID-19 Travel Recommendations by Country](#)

To receive Concur travel current COVID-19 alerts contact:

- Concur Online Travel Support: 800-221-4730
- Email: onlinehelp@worldtravelinc.com.
- Call: 717-975-3724

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Information for Travelers	<ul style="list-style-type: none">• Coronavirus Disease (COVID-19) Guidelines – Noncorporate
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DC ASSOCIATES

Request a printed copy through your HR Leader	<ul style="list-style-type: none">• Coronavirus Disease (COVID-19) Guidelines – Noncorporate
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WORKSITE PLAN

Associate Responsible for Implementation

The manager on duty is responsible for implementation of this COVID-19 Safety Plan.

Physical Distancing Standards for Associates

Six (6) feet of distance may not be possible at front end and pharmacy registers (between customers and associates), in the manager's office, breakroom, consultation room, or hand dip and café prep / serving areas, where applicable. Rite Aid has taken the following measures to help ensure the ability to follow physical distancing standards:

- Limit manager's offices and breakrooms to only one associate.
- Limit consultation rooms to only one associate and one customer at a time.
- Break times have been adjusted so that there is only one associate on break at a time.
- Limit hand dip and café prep / serving areas to one associate.

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Physical Distancing Standards	<ul style="list-style-type: none">• Social Distance Store Sign• One Per Person Breakroom Sign• Consultation Room Sign
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Physical Distancing Standards for Customers

Regardless of the state or local requirement, our focus is on protecting the health and wellness of our customers and associates. Below are the ways that Rite Aid is implementing physical distancing standards for our customers:

- Signs are posted to remind customers and they must also wear face coverings.
- In stores that have Asset Protection agents, the agents remind customers about physical social distancing.

- The in-store messaging system plays frequent reminders for customers to wear face coverings and to maintain physical social distancing.

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Physical Distancing Standards

- Social Distance Store Sign

Face Coverings

Associates, vendors and customers are required to wear face coverings. For information about vendor face covering requirements, see the Vendor Face Coverings section below. For information about customer face covering requirements, see the Protecting Customers section below.

Associate Face Coverings

Rite Aid has implemented a Policy Regarding Gloves, Face Coverings, and Face Shields that includes information how to use these items and instructions on how to:

- Safely use cloth face coverings
- Clean cloth face coverings
- Store cloth face coverings in a bag or bin until they can be laundered after use
- Discard of cloth face coverings that are no longer safe to use
- Safely remove and dispose of surgical masks
- Safely remove gloves

Associates are encouraged to check the CDC's guidance on face coverings:
[Considerations for Wearing Cloth Face Coverings](#)

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Face Coverings

- Rite Aid Policy Regarding Gloves, Face Coverings and Face Shields
- CDC Guidance on Use of Cloth Face Coverings to help Slow the Spread of COVID-19
- PPE supplies and item order numbers
- Mandatory Face Covering Sign for Manager's Office
- Mask Packaging Images

DC ASSOCIATES

Request a printed copy through your HR Leader

- Rite Aid Policy Regarding Gloves, Face Coverings and Face Shields
- CDC Guidance on Use of Cloth Face Coverings to help Slow the Spread of COVID-19

Vendor Face Coverings

Our focus is on protecting the health and wellness of our customers and associates. As such, Rite Aid requires vendors to wear face covering while in the store. The resources below provide important details that will help communicate this requirement to vendors and provide guidance for vendor interactions.

To remind vendors to wear face coverings, stores should print the Vendor Notice referenced below and place it near the Vendor Log so that vendors entering the store can see it.

Refer to the following resources for more information:

CORPORATE ASSOCIATES AND STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Face Coverings

- Message from Retail and Pharmacy Operations
- Vendor Mask Requirement Bulletin
- Vendor Notice

DC ASSOCIATES

Request a printed copy through your HR Leader

Protecting Customers

Rite Aid's mission is to keep our communities and associates safe, healthy and thriving. Regardless of the state or local requirement, our focus is on protecting the health and wellness of our customers and associates. Below is a summary of the ways in which we are protecting our communities and customers:

- Plexiglass dividers have been installed at front end and pharmacy registers. They have also been installed in front of hand dip departments where applicable.
- Additional food handling guidelines and COVID-19 interventions have been introduced to existing Thrifty hand dip sanitation checklist guidelines to ensure customer safety.
- Signs are posted to remind customers that they must also wear face coverings.
- The in-store messaging system plays frequent reminders for customers to wear face coverings and to maintain physical social distancing.
- Rite Aid provides EPA-approved disinfecting wipes at the front of all stores for customers and associates to use.
- Finger cots are provided at registers for customers who need to use pinpads. Pinpads are disinfected after each use.
- Rite Aid has designated shopping hours for individuals who are at increased risk for illness or 65 or older.
- Curbside service is offered in some locations and Rite Aid has partnered with Instacart to provide delivery services.
- We are cleaning baskets and carts between customers. Use the signs referenced below to create a stack of sanitized baskets and a stack where customer return used baskets. Excess shopping carts should be stored in the backroom, so that the few carts remaining can be cleaned frequently by associates after a customer has used them.

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Protecting Customers

- SOS-084-2020 Checkout Cleaning Guidance and Pictorial Guide
- Register Area Protective Shield Example Image
- Social Distancing Sign
- Tips for Providing Expanded Delivery
- Message from Andre and Jocelyn- New Customer Face Covering Requirements
- Sanitized Shopping Basket Sign
- Shopping Cart Request Sign
- Temporary Face Covering Sign

Cleaning and Disinfecting Expectations

Rite Aid has implemented several guidelines that require regular cleaning and disinfection of frequent touchpoints, shared surfaces, and shared objects (handheld scanners, two-way radios, thermometers, phones, computer keyboards, flashlights, and product protection devices) using EPA approved disinfectants. Associates should not share pens.

Rite Aid also uses a third party cleaning service that supplements Rite Aid's cleaning and disinfection activities.

Rite Aid continues to assess the efficacy of and provide associates with disinfectants listed on the EPA site as being effective against emerging Human viral pathogens and coronavirus. Only APPROVED chemicals with SDS sheets may be used to disinfect Rite Aid stores.

Associates are encouraged to check the CDC's guidance on how to properly clean and disinfect: [Cleaning and Disinfecting Your Facility](#)

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Cleaning and Disinfecting Expectations

- Living Our Brand Safely COVID Safety Assessment
- Approved Disinfectants and Order Numbers
- "Do Not Mix" poster
- Alternative Sanitation Disinfectant Solution
- COVID-19 Baseline Sanitation process- All Stores
- SOS-065-2020: Store Cleaning & Sanitization
- Store Cleaning & Sanitizing Bulletin

COVID-19 Training and Communication

All associates are being assigned a CBT that addresses COVID-19 symptoms, associate guidelines to help prevent the spread of COVID-19, Rite Aid COVID-19 resources, when to notify your supervisor, and how to report unsafe working conditions.

Rite Aid's response to COVID-19 continues to evolve, which requires frequent updates to some of the resources referenced in this Safety Plan. Documents referenced in this Safety Plan are available on the Store Portal under COVID-19 Safety Plan. Look for updates communicated via the Daily Dose, Emergency Dose, Supplemental Dose, and the Management Planner.

Response to Confirmed or Presumed Cases of COVID-19

After receiving relevant information, Rite Aid will take prompt and appropriate action(s) to reduce the spread of COVID-19 in the workplace. Rite Aid also reserves the right to require associates to stay home or work from home depending on the particular circumstances.

Adhering to Rite Aid's COVID-19 procedures in response to an associate with a confirmed or presumed case of COVID-19 is a critical safety measure to reducing the risk of exposure to this virus.

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Response to Confirmed or Presumed Cases of COVID-19

- Assessing COVID-19 Exposure Risk
- Procedure for Unconfirmed Associate Case or Vendor Suspected Covid-19 Case
- Procedure for Response to Associate Confirmed or Presumed Case of COVID-19 – Store Associates
- COVID-19 Confirmed or Presumed Associate Case Procedure

DC ASSOCIATES

Request a printed copy through your HR Leader

- Assessing COVID-19 Exposure Risk
- Procedure for Response to Associate Confirmed or Presumed Case of COVID-19 – DC Associates

COVID-19 Safety Compliance Resources

Below is a list of resources to use to check on compliance with COVID-19 requirements. For state specific resources, please see Chapter 4 – State Specific Resources.

Refer to the following resources for more information:

CORPORATE ASSOCIATES AND STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > COVID-19 Safety Compliance Resources

- Quick Reference Guides (“QRGs”)
- Living Our Brand Safely COVID Safety Assessment

DC ASSOCIATES

Request a printed copy through your HR Leader

- Living Our Brand Safely COVID Safety Assessment

STATE SPECIFIC GUIDELINES

Resources specific to certain states are referenced below.

California

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > California

- SOS-120-2020 (06/22/20) Thrifty Ice Cream Hand Dip Reopening Protocols
- Thrifty Hand Dip Checklist
- Completed Attestations / Certifications
- Los Angeles – Social Distancing Protocol – City of Los Banos
- Los Angeles – Social Distancing Protocol – City of Long Beach, CA
- Social Distancing Protocol for Rite Aid Stores in Contra Costa, Marin, Santa Clara, Alameda, Sonoma, San Mateo, Napa, and Monterey Counties
- Social Distancing Protocol for Rite Aid Stores in City of Fresno
- Livingston – Social Distancing Protocol – City of Livingston, CA
- Placer County Physical Distancing Protocol
- San Diego – Social Distancing and Sanitation Protocol – San Diego County
- Santa Barbara – Social Distancing Protocol – Santa Barbara County
- Sonoma Updated Appendix A Social Distancing Protocol & COVID-19 Site-Specific Protection Plan
- Ventura – Social Distancing and Sanitation Protocol – Ventura County

- Yuba and Sutter – COVID-19 Operations Protocol – Yuba and Sutter Counties, CA
- Chart of available leaves in CA
- CA Workers Comp Information Notice
- Executive Order N-62-20 (explains special workers' comp presumption in CA)
- Guidelines on COVID-19 Related Sick Leave in California (Pandemic Pay)
- Vendor notice

Massachusetts

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Massachusetts

- Massachusetts COVID-19 Control Plan

Michigan

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Michigan

- Destination Authorization Letter – Michigan
- Message from Store Operations – Michigan

New York

Refer to the following resources for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > New York

- New York Safety Plan
- NY Cleaning Log for COVID-19
- New York COVID-19 Associate Screening Questionnaire

Ohio

Refer to the following policies for more information:

STORE ASSOCIATES

Access Store Portal > COVID-19 Safety Plan > Ohio

- Ohio Employee Health Policy Agreement

OTHER RITE AID RESOURCES

Rite Aid COVID-19 Assistance

Contact the COVID-19 Task Force

RiteAid.Taskforce@riteaid.com

RITE CALL

1-800-RITE CALL

Optum Employee Assistance Program

Optum Employee Assistance Program provides up to three free confidential phone or virtual sessions for you or your family to connect on any topic. Optum is available 24 hours a day / 7 days a week at 1-866-248-4094.

Human Resources Leader

Associates who have any questions or concerns should contact their Human Resources Leader.





Effective Date	10/12/2020
Previous Version Date	07/21/2020
Owner	HR

Policy Regarding Gloves, Face Coverings, and Face Shields

Statement

Rite Aid (the "Company") is providing associates in Rite Aid stores, distribution centers, the ice cream plant, the Information Technology Center, the Fixture Distribution Center, the Print Shop, and Central Fill (together, the "Rite Aid Locations") with gloves, surgical masks, and cloth face coverings. Associates who work in stores and distribution centers are being provided with face shields. This Policy, together with related Guidelines from the Company, discuss safe use of these materials.

Scope & Enforcement

This Policy, together with other Guidelines from the Company, apply to all associates working in all Rite Aid Locations. Further, this Policy articulates the minimum safety-related standards regarding the use of gloves, face coverings and face shields and is applicable to all such associates.

Failure to adhere to this Policy may result in disciplinary action, up to and including termination of employment.

All Rite Aid Managers (include Store Managers, Pharmacy Managers or Manager(s) on duty at our stores) are responsible for ensuring adherence to this Policy and the failure to do so may result in disciplinary action, up to and including termination of employment.

Policy Requirements

Mandatory Face Covering Requirement

1. Associates **must** wear face coverings while at work at any Rite Aid Location. Pharmacists, pharmacy technicians, and pharmacy cashiers **must** wear a surgical mask, disposable mask, the Rite Aid-provided cloth face mask, or another *well-fitting* cloth face covering that does not leave gaps at the side of the wearer's face (see definition section below for more information). All other associates may also wear any face covering of their own that meets CDC guidelines.¹
2. Face coverings **must** be worn over the nose and mouth. Face coverings **must not** be pulled down under the chin, or worn so that the mouth or nose is exposed (refer to the diagram below for an illustration of correct usage).
3. **Exceptions:**
 - a. If an associate has a medical condition that prohibits the use of a face covering, the associate **must** request an accommodation through the accommodation process. Based on updated CDC guidance, as of October 12, 2020, face shields will no longer be considered effective alternatives to wearing face coverings. All associates who need an accommodation must request one by October 12, 2020.
 - b. Associates do not need to wear a face covering while eating or drinking, but must maintain social distancing when removing a face covering to eat or drink.
 - c. Associates do not need to wear a face covering when they are alone in a room with the door closed.
 - d. If you are trying to help a customer who is deaf or hard of hearing, or if your face mask is making verbal communication difficult for a customer either in person or at the drive thru, please find your face shield, put on the face shield, and remove your mask to assist the customer. Please make sure to keep a six foot distance from the customer when you switch from your face covering to your face shield. In this circumstance you **must** wear a Rite Aid-provided face shield. If you're in a location where you can write out what you are saying, this may be helpful and less frustrating for both you and the deaf or hard of hearing person and avoid misunderstanding.
4. Before putting on or adjusting your face covering, put on gloves or wash your hands with soap and water for at least 20 seconds or clean your hands with a hand sanitizer that contains at least 60% alcohol.
5. Associates **must not** reverse, move, or remove their face coverings unnecessarily while working. Associates **must** wear face coverings while working at any Rite Aid Location.
6. Associates **must not** share their face coverings with others.

¹ You can find instructions from the CDC on how to make a cloth face covering here:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

General Guidelines

1. The CDC recommends that all individuals who work in pharmacies should wear face coverings, and as well as all other individuals working in public settings where other social distancing measures are difficult to maintain and in areas of significant community-based transmission. Most states and municipalities also require individuals to wear face coverings in public.
2. Associates are being provided with cloth face coverings and surgical masks. Associates are reminded that face coverings do not protect the wearer; they can protect people near the wearer, but do not replace the need for physical distancing, frequent handwashing and cleaning surfaces.
3. Associates are being provided with gloves. The CDC has not mandated the use of gloves while at work. Associates may wear gloves at their discretion. Guidelines for the safe use of gloves are provided below.
4. Associates are being provided with face shields. The CDC has not mandated the use of face shields while at work. Associates may wear face shields at their discretion as an additional measure of protection, but not in place of a face covering.

Surgical Face Mask Guidance

1. Be careful not to touch your eyes, nose, and mouth when removing your mask.
2. Before removing your mask, wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
3. Avoid touching the mask itself, as it could be contaminated. Hold it by the loops, ties, or bands only. Carefully remove the mask from your face once you unhook both ear loops, untie the bottom bow first, followed by the top one, or remove the bottom band first by lifting it over your head, then do the same with the top band.
4. Holding the mask loops, ties, or bands, discard the mask by placing it in a plastic bag, tying the bag shut, and discarding the bag in a trash bin.
5. After removing the mask, wash your hands thoroughly or use hand sanitizer.
6. If your face mask becomes soiled during your shift, dispose of it and put on a fresh face mask.

Cloth Face Covering Guidance








1. Immediately wash your hands with soap and water for at least 20 seconds before and after using or adjusting a face covering. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
2. Make sure that the face covering covers your nose and mouth.
3. Be careful not to touch your eyes, nose, or mouth when removing the cloth face covering.
4. Use a bag or bin to store cloth face coverings until they can be laundered with detergent and hot water and dried on a hot cycle. Cloth face coverings should be washed after each shift. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on or adjusting the mask, and avoid touching your face. Discard cloth face coverings that: have stretched out or damaged ties or straps, no longer cover the mouth and nose, don't stay on the face, or have any rips or holes. Discard ghluv face coverings that were distributed in April/May 2020.

Face Shields

1. Store and distribution center associates may wear face shields in addition to face coverings. Each associate should label his or her face shield with permanent marker or a label. We do not recommend adding any decals or additional decoration to the shield, as you must be able to clean all surfaces to prevent the spread of infection. Face shields may not be altered or shortened.
2. Face shields may be taken home or left at work. If you leave your face shield at work, leave it in the manager's office or the pharmacy, as applicable.
3. Your face shield should be cleaned after each shift. Your face shield can be cleaned with bleach, ammonia, or peroxide wipes without streaking or discoloring. If your face shield develops a film, wash the face shield with hot water and soap.
4. Wearing a face shield does not eliminate the need to wear a face covering. If you decide to wear a face shield, you must still wear a face covering.

Gloves²

The CDC has not issued guidance on wearing gloves, but associates may choose to wear gloves. If you work in a jurisdiction that requires associates to wear gloves (like New Jersey), you **must** comply. If you choose to wear gloves, pull a glove on each hand and extend to cover the wrist. To remove the gloves, follow these steps:

1. Grasp the outside of one glove at the wrist. Do not touch your bare skin. 	2. Grasp the outside of one glove at the wrist. Do not touch your bare skin. 
3. Peel the glove away from your body, pulling it inside out. 	4. Hold the glove you just removed in your gloved hand. 
5. Peel off the second glove by putting your fingers inside the glove at the top of your wrist. 	6. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second. 
7. Dispose of the gloves safely. Do not reuse the gloves. 	8. Clean your hands immediately after removing gloves.

Definitions

Face Covering: A face covering is a surgical mask or a covering that is made of cloth that covers the nose and mouth without an exhalation valve or vent. Associates are being provided with cloth face coverings and surgical masks.

Masks and face coverings must:

- Fit snugly but comfortably against the side of the face without having any gaps;
- Completely cover the nose and mouth;
- Be secured with ties or ear loops;
- Include multiple layers of fabric;
- Allow for breathing without restriction; and
- (For cloth face coverings): Be able to be laundered and machine dried without damage or change to shape.

Masks and face coverings **must not**:

- Be made of fabric that makes it impossible to breath effectively (for example, vinyl, plastic, or rubber);
- Be made of lace or other perforated fabric; or
- Have exhalation valves or vents which allow virus particles to escape, as shown in the images below.



Examples of unacceptable face coverings are gaiters, bandanas, and t-shirts pulled up over the nose and/or the use of face shields in place of wearing a face covering.

Gaiter: A gaiter is a fabric covering in the form of a closed loop worn around the neck that can extend to cover the lower part of the face. The image to the right is an example of an ineffective gaiter from the CDC's website.

Face Shield: A clear plastic shield that fits over the head and covers the face from the forehead to below the chin.



² Source: CDC Publication: How to Remove Gloves.



Effective Date	05/26/2020
Previous Version Date	05/18/2020
Owner	HR

Procedure for Temperature Screening – Store Associates

Statement & Scope

Rite Aid (the “Company”) is implementing temperature screening to protect the safety of our associates and customers, and to comply with directives and recommendations from many states, counties, and municipalities about screening associates for fevers prior to the beginning of their shifts. This Procedure applies to all Rite Aid store associates where there is not a more specific screening procedure.

Procedures

1. Each associate must check his or her temperature at the beginning of his or her shift, immediately after clocking in.
2. Store managers and pharmacy managers should ensure that all other management associates know how to use the thermometer. Each thermometer comes with instructions.
3. Each associate should perform the temperature screening, in the presence of a manager on duty (for front end) or pharmacist (for pharmacy) (while maintaining social distancing between the manager/pharmacist and the associate), and follow these guidelines:
 - a. Temperatures should be taken in a manner that is consistent with social distancing and does not reveal the thermometer reading to other associates (i.e., one at a time in a private space; if associates must wait in line to have their temperature checked, they should be spaced six feet apart).
 - b. Clean your hands with hand sanitizer that contains at least 60% alcohol.
 - c. Clean thermometer before using with rubbing alcohol and a cotton swab, an alcohol prep pad, or sanitizing wipes, then wipe the unit dry.
 - d. Take your temperature according to thermometer instructions. (Generally, aim nozzle at your forehead and depress trigger to take your temperature reading while holding the unit 1-2 inches from your forehead.)
 - e. **Take your temperature a second time.**
 - f. After use, clean the thermometer as instructed in step c.
4. Thermometers are in high demand and short supply. In order to ensure that thermometers are not accessible by customers and therefore not subject to theft, it is very important to store thermometers in a space that is inaccessible to the public (in the immunization chart in the pharmacy) or a locked room (in a clean container in the manager’s office). *Do not leave thermometers in consultation rooms.*
5. If the associate has a fever of 100 °F or higher on either of the two readings, he or she should report that to the pharmacist or manager on duty and immediately leave the workplace. The pharmacist or manager on duty, as appropriate, should email the Tracy Adams (tladams@riteaid.com) using the template below. *Associates who have fevers should consult the applicable Coronavirus (COVID-19) Guidelines – Noncorporate for instructions regarding qualifying for Pandemic Pay.*

The email can follow this format:

Subject: Temperature Screening in Store # XXXX
Associate Name and Associate Number:
Store Number:
Store Address:
Time and Date of Temperature Screening:

6. If an associate takes his or her temperature at home prior to work, and the associate has a fever of 100 °F or higher, then the associate should not come to work. *Associates who have fevers should consult the applicable Coronavirus (COVID-19) Guidelines – Noncorporate for instructions regarding qualifying for Pandemic Pay.*
7. As a precautionary measure, the pharmacist and manager on duty should work together to see that associates on duty wipe down the area where the feverish associate was working in the last 14 days and common spaces with Purell Disinfectant Spray or a disinfectant described in guidance on how to make Alternative Sanitization Disinfectant Solution published on April 3, 2020. You do not need to close, fog, or order deep cleaning as the result of an associate having a fever. If it is later learned that the associate has a confirmed or presumed case of COVID-19, follow the appropriate procedures. *The manager on duty and pharmacist should refrain from disclosing the name of the associate with the fever to the associate’s*

coworkers or customers, and do not need to make a record of the associate's temperature reading except for sending the email to Tracy Adams as described in step 5.

8. If the associate is experiencing symptoms of COVID-19, he or she should contact a healthcare provider. If the associate has not been tested for COVID-19, the associate may return to work once he or she has been fever-free for 72 hours without the use of fever reducing medication, is not experiencing other symptoms of COVID-19, and it has been 7 days since the onset of any other symptoms.



Effective Date	06/16/2020
Previous Version Date	05/18/2020
End Date	Indefinite
Owner	HR

Coronavirus Disease (COVID-19) Guidelines – Noncorporate

Statement

It is the goal of Rite Aid (the “Company”) to take steps to reduce the spread of Coronavirus (“COVID-19”) in the workplace and to protect the wellness of all associates and customers. These Guidelines set forth the responsibilities of all associates to minimize the risk of the spread of COVID-19. Please understand that these Guidelines cannot anticipate all possible situations, so please be patient as we respond to this rapidly changing situation.

Scope

These Guidelines apply to all associates of Rite Aid who work outside of corporate or field offices (such as Rite Aid stores and distribution centers) outside of California.

Definitions

Exposure: A person is exposed to COVID-19 when he or she answers yes to any of the following questions:

- Is the associate living in the same household as, an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptoms and a confirmed/presumed case of COVID-19 and the associate has not been using recommended precautions for home care and home isolation¹?
- Has the associate been in close contact for a prolonged period of time with a person with a confirmed/presumed case of COVID-19 who is displaying symptoms?
- Has the associate been in contact with respiratory secretions (i.e., you were coughed on) by a person with a confirmed/presumed case of COVID-19?
- Has the associate been in the same indoor environment with a person with a confirmed/presumed case of COVID-19 for a prolonged period of time (i.e., in the same classroom or same hospital waiting room)?

Close Contact: Within 6 feet.

Confirmed Case: A situation where a person has tested positive for COVID-19 using a viral test.

Presumed Case: A situation where a person has symptoms of COVID-19, but the person’s healthcare provider does not suggest or order COVID-19 testing because the healthcare provider presumes that the person has COVID-19, and the healthcare provider has provided documentation accordingly. *Associates should be aware that they will no longer be eligible for Pandemic Pay if they have a presumed case of COVID-19 because Rite Aid now has free viral testing available. Go to <https://www.riteaid.com/pharmacy/services/covid-19-testing> to find Rite Aid testing locations. Associates must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection.*

Prolonged Period: 10 minutes or more.

Quarantine: Separating and restricting your movement (i.e., not coming to work), whether directed by a medical professional or by yourself.

Social Distancing: Avoiding gatherings of 10 or more people. If you have to be around people, keep 6 feet between you and other people when possible.

Increased Risk for Serious Illness: Individuals who have a serious underlying health condition that can put them at increased risk (for example, a condition that impairs lung or heart function or weakens the immune system).

¹ For guidance on what constitutes precautions for home care and home isolation, please see the CDC’s guidance, Preventing the Spread of Coronavirus Disease 2019 in Homes and Residential Communities, available at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>.

Self-Isolating: Staying home because you are 65 or older or have an increased risk for serious illness and have produced documentation from your healthcare provider.

Administrative Leave: An unpaid, job-protected leave initiated because the associate has concerns about coming to work. The duration of administrative leave is indefinite and will end when Rite Aid determines, in its sole discretion, that administrative leave initiated pursuant to the COVID-19 pandemic will end. An associate may decide to return to work before Rite Aid determines that administrative leave will end.

Guidelines

Travel

Until further notice, the Company has suspended international business travel. The Company has restricted domestic travel to essential business, but if you must travel, recommendations include:

- Discussing business travel concerns with your supervisor.
- Wiping down airline seats, tray tables, and surfaces in hotel rooms with disinfecting wipes and limiting access to your hotel room by others during your stay.
- Associates should avoid personal travel (domestic or international) to locations which have been deemed by the CDC to have significant outbreaks of COVID-19. Associates are encouraged to check the CDC's latest guidance on travel.

Information on COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Based on what the CDC knows now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

Practice Good Hygiene

Each associate has a responsibility to help prevent the spread of COVID-19. It is very important that associates engage in good hygiene practices while at work, especially:

- Refrain from shaking hands or otherwise touching your coworkers or others.
- Frequently wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub them together until they feel dry.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- **When you need to cough or sneeze:**
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Adhere to the recommendations issued by the CDC.
- When not at work, associates are expected to practice social distancing. While at work, associates are expected to practice social distancing by keeping at least 6 feet between themselves and other people as practical.
- **Rite Aid is shipping gloves, surgical masks, and face shields to stores and distribution centers for use by associates, as they become available.** The CDC recommends the use of face coverings, and Rite Aid has mandated that associates use face coverings. The CDC has issued no recommendations on the use of gloves or face shields.

Monitor Yourself For Symptoms

Associates must monitor themselves for symptoms of COVID-19 by performing a self-assessment before coming into work and stay home if they are experiencing symptoms. The symptoms that should be monitored are fever, cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat. Associates who are experiencing symptoms of COVID-19 should consult with their healthcare provider. It is particularly important to seek medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. The CDC recommends that you call your medical provider for any other symptoms that are severe or concerning to you.

Important: An associate who reports to work despite knowledge of that associate's positive COVID-19 viral test will be subject to discipline, up to and including immediate termination.

Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately.

What to Do if You're Effected by COVID-19

Associates are encouraged to stay home if they have a fever or other symptoms of COVID-19, and should consult with their healthcare provider. Associates who develop acute respiratory illness symptoms (trouble breathing or shortness of breath) while at work should be sent home immediately. These Guidelines require the following actions be taken to reduce the spread of COVID-19:

- **Confirmed/Presumed Case of COVID-19:** Associates should stay home if they have a confirmed/presumed case of COVID-19 or have been ordered to quarantine by a governmental entity. Associates can return to work when cleared by their healthcare provider.
- **Experiencing Symptoms Consistent with COVID-19:** An associate who is experiencing symptoms of COVID-19 should stay home, consult with his or her healthcare provider, and follow the healthcare provider's direction. Associates should be aware that Rite Aid has many COVID-19 viral testing sites. A current list of Rite Aid testing sites is available here: <https://www.riteaid.com/pharmacy/services/covid-19-testing>. Associates may use this link to arrange for current free viral testing at a Rite Aid. If there is not a Rite Aid providing testing close to you, contact your HR Leader or Regional Leader to determine where you can get tested through a partnership with the U.S. Department of Health and Human Services. **Associates who wish to receive Pandemic Pay** while out of work due to experiencing symptoms must register to have a COVID-19 viral test within 24 hours of first experiencing symptoms. Associates must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection. Associates who do not arrange to have a COVID-19 viral test must contact the Benefits Service Center to be placed on administrative leave and may return to work when fever free for 3 days, symptom free, and 7 days have passed since the associate first experienced any symptoms.
- **Exposure:** Associates should stay home in quarantine for 14 calendar days from the date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) if they suspect that they have been exposed to COVID-19. Individuals who are well but reside with or otherwise care for someone who has a confirmed/presumed case of COVID-19 should stay home for 14 calendar days in quarantine to ensure that they do not exhibit any symptoms.
- **Travel:** Associates who are returning from a CDC Level 3 area must stay home for at least 14 calendar days following return from such area. Check the CDC's publication "Coronavirus Disease 2019 Information for Travel" for information on Level 3 areas. **This does not apply to pharmacists commuting from Canada.**

Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.

Associates who are returning from international travel from a location that is not a CDC Level 3 area must monitor their health and practice social distancing for 14 calendar days from return. If an associate travels domestically and that travel would require the associate to quarantine after such travel, the associate will need to quarantine but will not be eligible for Pandemic Pay.

- **Living With/Caring For Person With Symptoms Awaiting Test Results:** An associate who has no symptoms of COVID-19, has not been using recommended precautions for home care and home isolation, and lives with, is an intimate partner of, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 should stay home until the person with symptoms receives the results of his or her viral test. If the test is positive, the associate should stay home in quarantine for 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms). If the test is negative, the associate should return to work if the associate has no symptoms.

Associate Notification Responsibilities

Associates must immediately notify their supervisor if they:

- Need to stay home because they are experiencing symptoms of COVID-19.
- Have been a confirmed or presumed case of COVID-19 as determined by a healthcare provider or a public health official.
- Are subject to mandatory or suggested quarantine related to COVID-19 by a healthcare provider or a public health official (including the beginning and end dates of the quarantine period).
- Know or suspect exposure to someone with a confirmed/presumed COVID-19 diagnosis.
- Have recently traveled to a location identified as CDC Level 3.
- Are planning to travel to a CDC Level 3 area on a personal trip in the next 60 days.
- Have no symptoms of COVID-19 but live with, care for, or have been exposed to a person who does have symptoms and who is being tested for COVID-19 using a viral test.
- Have requested an administrative leave.

All associates who need to initiate administrative leave pursuant to these Guidelines should (1) notify their supervisor, and (2) contact the Benefits Service Center to initiate the leave.

Associates who knowingly violate these Guidelines could face disciplinary action.

Pandemic Pay

Associates will receive up to two weeks of pay in the following circumstances:

- Associate who has a confirmed case of COVID-19;
- Associate is experiencing symptoms of COVID-19 and waiting on viral test results (and the associate registered for a COVID-19 viral test within 24 hours of experiencing symptoms);
- Associate is sent home because he or she is not permitted to work after screening (and, if the reason the associate was sent home was due to symptoms, the associate has registered for a COVID-19 viral test within 24 hours of being sent home and is waiting on test results); or
- Associate is quarantined due to exposure to COVID-19.

Note: Associates who are excluded from work due to personal travel will not receive Pandemic Pay. Associates experiencing symptoms or sent home due to screening must arrange to have a viral test to qualify for Pandemic Pay; having an antibody test is insufficient because it may not show the presence of a current infection.

An associate who is on administrative leave for one of the reasons outlined in these Guidelines may take any available, accrued vacation or sick time if the associate is not receiving Pandemic Pay.

School or Daycare Closure

If your child's school or daycare closes, it is expected that you attempt to find alternative childcare, switch shifts, or take any other measures to be available for work. If you cannot, you will be placed on an unpaid, job-protected administrative leave. During this time, you may use accrued time off.

Rite Aid pharmacists and RediClinic clinicians and medical assistants are healthcare professionals and are

expected to take every possible measure to ensure that they can maintain operations.

Planned Vacations or Vacation Days

Please work with your HR representative and supervisor to address pre-planned vacations or vacation days.

Company Response

After receiving relevant information, the Company will take prompt and appropriate action(s) to reduce the spread of COVID-19 in the workplace. The Company also reserves the right to require associates to stay home or work from home depending on the particular circumstances.

The Company's decisions regarding excluding individuals from the workplace will be based on current and well-informed judgements concerning information available about COVID-19, the risks of transmitting COVID-19 to others, and the symptoms and special circumstances of each individual who has (or has been exposed to) COVID-19. The Company will follow all applicable regulations or instructions issued by federal, state or local public health authorities, the CDC, or other governmental agencies. The Company will generally follow guidelines or recommendations issued by these sources, taking into account the particular workplace circumstances.

Leaves of Absence

All requests for administrative leave under these Guidelines shall be initiated through the Benefits Service Center. The Benefits Service Center can be reached at 1-800-343-1390. Please understand that the Benefits Service Center may be overwhelmed; please be patient.

Return to Work

After Being Confirmed or Presumed to Have COVID-19: If an associate is confirmed or presumed to have COVID-19 (even if not showing symptoms), he or she should return to the workplace only after being released by a medical professional and providing corresponding documentation.

After Experiencing Symptoms Consistent with COVID-19 and Awaiting Test Results: An associate who is experiencing symptoms of COVID-19 and is awaiting viral test results should stay home until receiving the results of the test. If the viral test is positive, the associate should follow the guidance under "After Being Confirmed to Have COVID-19." If the viral test is negative, the associate should come back to work.

After Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19: An associate who is off work to care for a family member with confirmed/presumed COVID-19 or who lives with a person with confirmed/presumed COVID-19 may only return to work 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and the associate is not experiencing any symptoms of COVID-19.

After Travel: An associate that has traveled to a Level 3 country must stay off work for 14 calendar days following return from such area, and may only return to work if the associate is not experiencing any symptoms of COVID-19. **This does not apply to pharmacists commuting from Canada. Pharmacists residing in Canada may continue commuting to work as long as they have no symptoms.**

After Quarantine: An associate who is quarantined due to exposure to a confirmed/presumed case of COVID-19 may return to work after 14 calendar days from the last date of exposure (which includes the 48 hour period prior to the confirmed/presumed person experiencing symptoms) and only if the associate is not experiencing any symptoms of COVID-19.

After Being on Administrative Leave: An associate who has been on administrative leave must return to work on the earlier of the following events: (a) Rite Aid determines, in its sole discretion, that administrative leave will end, or (2) the associate determines that it is safe to return to work.

After Reporting Exposure to a Person Who Has Symptoms and is Being Tested for COVID-19: An associate who has no symptoms of COVID-19 but lives with, cares for, or has been exposed to a person who does have symptoms and is being tested for COVID-19 (using a viral test) should return to work if the test is negative and the associate has no symptoms. If the viral test is positive, the associate should follow the guidance under either "After

Caring for a Family Member or Cohabiting with an Individual with Confirmed/Presumed COVID-19” above or “After Quarantine” as applicable.

Group Health Insurance During Leave

If an associate participates in an employer-sponsored group health plan, benefits may be maintained in accordance with any protections offered under the applicable leave policy. Unless otherwise specified in the relevant policy, whenever an associate is receiving pay during a qualifying leave of absence where health insurance benefits are maintained, the associate’s portion of the group health plan premium will be deducted from the associate’s paycheck. Associates should contact Human Resources with any questions regarding continuing benefits during any leave.

Discrimination and Retaliation Prohibited

The Company strictly prohibits and will not tolerate any retaliation or discrimination against any individual based on the individual having been exposed to and/or being diagnosed with COVID-19. Any individual who believes that he or she has been wrongfully retaliated against or discriminated against should immediately notify Human Resources.

Confidentiality/Privacy

Except for circumstances in which the Company is legally required to report workplace occurrences of communicable disease, the confidentiality of any associate medical information will be maintained in accordance with applicable law and to the fullest extent practicable under the circumstances. The Company is committed to complying with all applicable federal, state, and local laws that protect the privacy of persons who have COVID-19. The Company reserves the right to inform other employees that a co-worker (without disclosing the person’s name) has been a confirmed/presumed case of COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

Abuse

In cases of suspected abuse of leave granted in relation to COVID-19, an investigation by Human Resources may be initiated. If it is found through the investigation that the associate has used COVID-19 related leave in an improper manner, discipline, up to and including termination, may be taken against the associate.

Questions

Associates who have any questions or concerns regarding these Guidelines should contact Human Resources.

Resources

World Health Organization Information: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

CDC Information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>



Effective Date	07/14/2020
Previous Version Date	06/03/2020
Owner	HR

Policy Regarding Gloves, Face Coverings, and Face Shields

Statement

Rite Aid (the “Company”) is providing associates in Rite Aid stores, distribution centers, the ice cream plant, the Information Technology Center, the Fixture Distribution Center, the Print Shop, and Central Fill (together, the “Rite Aid Locations”) with gloves, surgical masks, and cloth face coverings. Associates who work in stores and distribution centers are being provided with face shields. This Policy, together with related Guidelines from the Company, discuss safe use of these materials.

Scope & Enforcement

This Policy, together with other Guidelines from the Company, apply to all associates working in all Rite Aid Locations. Further, this Policy articulates the minimum safety-related standards regarding the use of gloves, face coverings and face shields and is applicable to all such associates.

Failure to adhere to this Policy may result in disciplinary action, up to and including termination of employment.

All Rite Aid Managers (include Store Managers, Pharmacy Managers or Manager(s) on duty at our stores) are responsible for ensuring adherence to this Policy and the failure to do so may result in disciplinary action, up to and including termination of employment.

Policy Requirements

Mandatory Face Covering Requirement

1. Associates **must** wear face coverings while at work at any Rite Aid Location. Cloth face coverings are the preferred type of face coverings. Rite Aid prefers that associates wear their Rite Aid-provided cloth face covering or a cloth face covering of their own that meets CDC guidelines¹, and use the Rite Aid-provided surgical masks as a back-up method of protection so that Rite Aid does not run out of surgical masks.
2. Face coverings **must** be worn over the nose and mouth. Face coverings **must not** be pulled down under the chin, or worn so that the mouth or nose is exposed (refer to the diagram below for an illustration of correct usage).
3. **Exceptions:**
 - a. If an associate has a medical condition that prohibits the use of a face covering, the associate should notify his or her manager that he or she cannot wear a face covering because of a medical condition. Associates who cannot wear a face covering due to a medical condition **must** wear a Rite Aid-provided face shield.
 - b. Associates do not need to wear a face covering while eating or drinking, but must maintain social distancing when removing a face covering to eat or drink.
 - c. Associates do not need to wear a face covering when they are alone in a room with the door closed.
 - d. If you are trying to help a customer who is deaf or hard of hearing, or if your face mask is making verbal communication difficult for a customer, please find your face shield, put on the face shield, and remove your mask to assist the customer. Please make sure to keep a six foot distance from the customer when you switch from your face covering to your face mask. In this circumstance you **must** wear a Rite Aid-provided face shield.
4. Before putting on or adjusting your face covering, put on gloves or wash your hands with soap and water for at least 20 seconds or clean your hands with a hand sanitizer that contains at least 60% alcohol.
5. Associates **must not** reverse, move, or remove their face coverings unnecessarily while working. Associates **must** wear face coverings or a Rite Aid-provided face shield while working at any Rite Aid Location.
6. Associates **must not** share their face coverings with others.

Policy Guidelines

General Guidelines

1. The CDC recommends that all individuals who work in pharmacies should wear face coverings, and as well as all other individuals working in public settings where other social distancing measures are difficult to maintain and in areas of significant community-based transmission.
2. Associates are being provided with cloth face coverings and surgical masks. Associates are reminded that face coverings do not protect the wearer; they can protect people near the wearer, but do not replace the need for physical distancing, frequent handwashing and cleaning surfaces.

¹ You can find instructions from the CDC on how to make a cloth face covering here:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

3. Associates are being provided with gloves. The CDC has not mandated the use of gloves while at work. Associates may wear gloves at their discretion. Guidelines for the safe use of gloves are provided below.
4. Associates are being provided with face shields. The CDC has not mandated the use of face shields while at work. Associates may wear face shields at their discretion, or as required by Policy when they are not able to wear face coverings.

Surgical Face Mask Guidance

1. Be careful not to touch your eyes, nose, and mouth when removing your mask.
2. Before removing your mask, wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
3. Avoid touching the mask itself, as it could be contaminated. Hold it by the loops, ties, or bands only. Carefully remove the mask from your face once you unhook both ear loops, untie the bottom bow first, followed by the top one, or remove the bottom band first by lifting it over your head, then do the same with the top band.
4. Holding the mask loops, ties, or bands, discard the mask by placing it in a plastic bag, tying the bag shut, and discarding the bag in a trash bin.
5. After removing the mask, wash your hands thoroughly or use hand sanitizer.
6. If your face mask becomes soiled during your shift, dispose of it and put on a fresh face mask.

Cloth Face Covering Guidance

1. Immediately wash your hands with soap and water for at least 20 seconds before and after using or adjusting a face covering. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
2. To put on the face covering distributed by Rite Aid (shown below), pull the face covering all the way down onto your neck and then lift the front of the face covering over your mouth and nose, making sure that it stays secure under your chin.







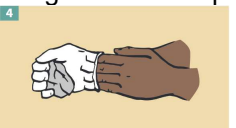


3. Be careful not to touch your eyes, nose, or mouth when removing the cloth face covering.
4. Use a bag or bin to store cloth face coverings until they can be laundered with detergent and hot water and dried on a hot cycle. Cloth face coverings should be washed after each shift. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on or adjusting the mask, and avoid touching your face. Discard cloth face coverings that: have stretched out or damaged ties or straps, no longer cover the mouth and nose, don't stay on the face, or have any rips or holes.

Face Shields

1. Store and distribution center associates may wear face shields. Each associate should label his or her face shield with permanent marker or a label. We do not recommend adding any decals or additional decoration to the shield, as you must be able to clean all surfaces to prevent the spread of infection.
2. Face shields may be taken home or left at work. If you leave your face shield at work, leave it in the manager's office or the pharmacy, as applicable.
3. Your face shield should be cleaned after each shift. Your face shield can be cleaned with bleach, ammonia, or peroxide wipes without streaking or discoloring. If your face shield develops a film, wash the face shield with hot water and soap.
4. Wearing a face shield does not eliminate the need to wear a face covering. If you decide to wear a face shield, you must still wear a face covering.

Gloves²

The CDC has not issued guidance on wearing gloves, but associates may choose to wear gloves. If you work in a jurisdiction that requires associates to wear gloves (like New Jersey), you **must** comply. If you choose to wear gloves, pull a glove on each hand and extend to cover the wrist. To remove the gloves, follow these steps:

1. Grasp the outside of one glove at the wrist. Do not touch your bare skin. 	2. Grasp the outside of one glove at the wrist. Do not touch your bare skin. 
3. Peel the glove away from your body, pulling it inside out. 	4. Hold the glove you just removed in your gloved hand. 
5. Peel off the second glove by putting your fingers inside the glove at the top of your wrist. 	6. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second. 
7. Dispose of the gloves safely. Do not reuse the gloves. 	8. Clean your hands immediately after removing gloves.

Definitions

Face Covering: A face covering is a surgical mask or a covering that is made of cloth that covers the nose and mouth. Associates are being provided with cloth face coverings and surgical masks. These must, subject to limited exceptions made in advance for medical conditions, be worn while on duty in a manner to cover completely the nose and mouth.

The CDC recommends that face coverings should (and the Company requires that while associates are on duty face coverings must):

- Fit snugly but comfortably against the side of the face;
- Be secured with ties or ear loops;
- Include multiple layers of fabric;
- Allow for breathing without restriction; and
- Be able to be laundered and machine dried without damage or change to shape.

Face Shield: A clear plastic shield that fits over the head and covers the face from the forehead to below the chin.

² Source: CDC Publication: How to Remove Gloves.

Hello Pennsylvania Retail & Pharmacy Leaders,

Under a travel advisory announced by the Governor of Pennsylvania, all associates who work in Rite Aid stores (or visit Rite Aid stores for work) returning to Pennsylvania from certain states will need to quarantine for 14 days upon return from one of those states. You do not need to quarantine if you were just passing through these states for a limited duration while traveling from one state to another. Examples of such brief passage include but are not limited to: stopping at rest stops for vehicles, buses, and/or trains; or layovers for air travel, bus travel, or train travel.

Please note that the travel advisory does not apply to those strictly commuting to or from a restricted state for work.

As of today, there are 15 states that meet the criteria stated above:

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Idaho | <input type="checkbox"/> Oklahoma* |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Iowa* | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Kansas* | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> California | <input type="checkbox"/> Louisiana | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Delaware* | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Nevada | |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> North Carolina | |

*=New states added as of 7/12/2020

Before you travel, you should check this website to see if your destination is in one of the restricted states:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>. The list is expected to change, so please check the website often if you plan to travel.

If you have traveled to one of these areas in the last 14 days, you will not be permitted to return to work until 14 days have passed since your return. **Please be reminded that associates who initiate personal travel to a restricted state after today will not qualify for Pandemic Pay and should call the BSC to initiate a short administrative leave.**

Reach out to your HR Leader or Region Leader with questions.

Thank You,
Retail & Pharmacy Operations



Rite Aid COVID-19 Member Resources

Nothing is more important to the Local 1776KS team than the safety and well-being of our members, who heroically continue to work during this devastating COVID-19 pandemic. We have worked with Rite Aid to improve a wide array of policies, from leave and sick time provisions to securing more stringent standards for cleaning worksites, to enhanced protections such as installation of Plexiglas panels. We have created this executive summary to help you navigate your employer's COVID-19 policies and safety protocols, leave of absence provisions, healthcare benefit updates and other important information.

This executive summary is for your general information only and is not a substitute for your Contract or existing policies and procedures. Members with particular questions about the improvements summarized below are encouraged to contact their Union Representative.

Safety Precautions

The following safety measures have been agreed to by the Company:

- Plexiglas shields have been added to each checkout register
- Everyone is cleaning on their own; weekly commercial cleaning
- Registers are now to be cleaned and sanitized every hour
- Associates should wash hands at least once per hour
- All bathrooms and floors to be sanitized 7 days a week
- Associates being provided PPE masks and gloves
- "6 ft. rule" throughout the store, which includes taping at pharmacy and registers
- Self-service product is being cleaned regularly
- Enhanced "Cleaning & Disinfecting Procedures"
- Reduction of in store occupancy
- Enhanced cleaning and sanitizing of baskets, carts, and mart carts
- Curbside pickup for at-risk population
- Only bagging with store-provided bags
- Rotating registers
- Temperature screening

Leave Provisions

Any associate diagnosed with COVID-19 will be paid up to two weeks of replacement pay while they are unable to work. If the associate is unable to return to work after two weeks, the associate will be able to use any other sick leave pay or short-term disability. Also, any associate who is asked to self-quarantine by their health care provider or by the Company, based on current CDC risk assessment guidelines, will be paid up to two weeks of replacement pay while they are unable to work.

For a full-time associate, one week of replacement pay is equal to 40 hours at their regular rate of pay. For a part-time associate, one week of replacement pay equals their average hours worked in a week over the last 52 weeks at their regular rate of pay.



Rite Aid COVID-19 Member Resources

For leave of absence options available to you please see Part Time and Full Time flowcharts on pages 3 and 4, respectively.



Rite Aid COVID-19 Member Resources

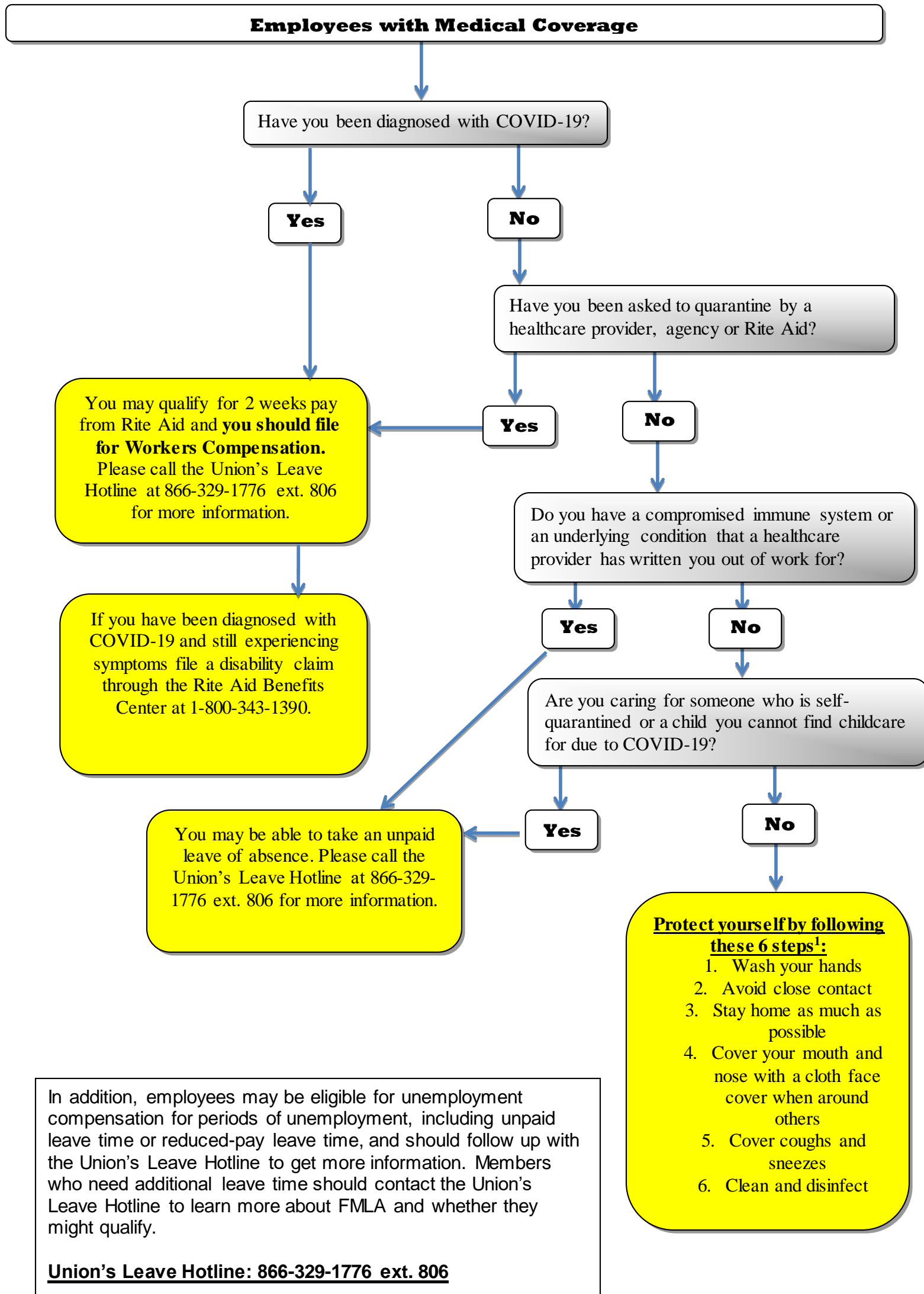
Workers' Compensation & COVID-19

PROTECT YOUR RIGHTS

COVID-19 IS COVERABLE BY THE PENNSYLVANIA WORKERS' COMPENSATION ACT

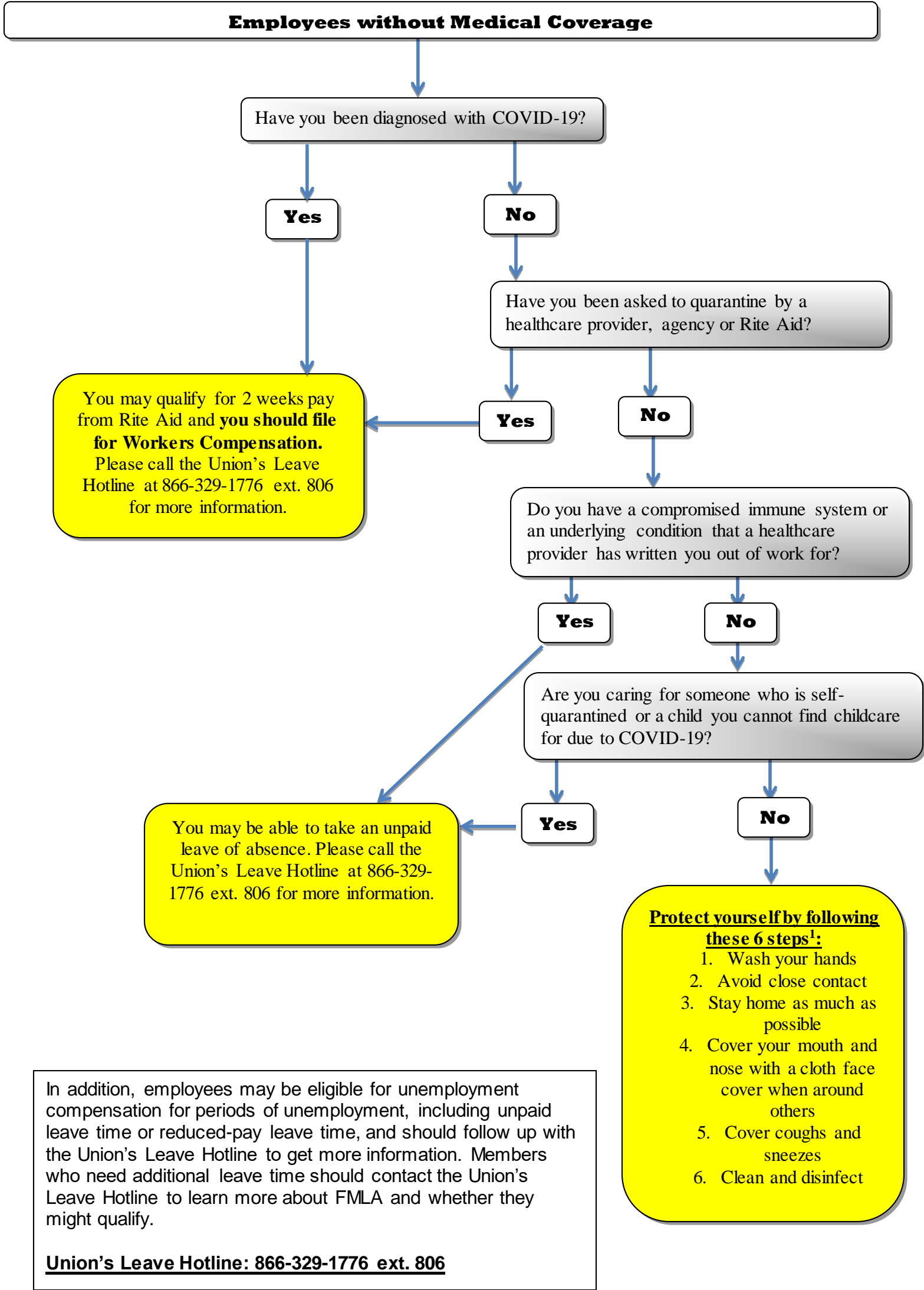
- The Pennsylvania Workers' Compensation Act (Act) covers all injuries, diseases, and illnesses which occur during the course and scope of employment.
- To be covered under the Act, you **MUST** provide NOTICE that: (1) you have been diagnosed with COVID-19 and (2) it was due to your exposures on the job.
- The Employer **MUST** let the you know whether it will accept (Notice of Compensation Payable), temporarily accept (Notice of Temporary Compensation Payable), or deny (Notice of Compensation Denial) the claim within 21 days of you providing notice.
- If you do not receive a response OR the claim is denied, you must file a Claim Petition to protect your potential right to important wage loss and/or medical benefits.
- IT IS CRITICAL THAT ALL claims for COVID-19 should be filed as there is no way to know the long-term physical and/or financial impact that the virus could have on you or your family.
- Willig, Williams and Davidson is working with UFCW Local 1776 during this crisis to ensure that all claims are properly handled. If you have any questions or concerns regarding your rights with regard to your employment and COVID-19, please contact the Head of our Workers' Compensation Department, Michael G. Dryden, Esq., at 215-656-3645 or mdryden@wwdlaw.com.

Rite Aid COVID-19 Leave Options



¹ As per CDC guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Rite Aid COVID-19 Leave Options



¹ As per CDC guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Rite Aid COVID-19 Member Resources

Mental Health Consultants:



A Guide to Utilizing Telehealth for the First Time

As large focus of a therapist's work is centered on creating strong therapeutic relationships by fostering a safe and comforting environment. This is traditionally done through in-person therapy; however due to the latest developments of COVID-19 many therapists are transitioning their practices to online services through the use of HIPPA compliant telehealth platforms. MHC is approving telehealth services to allow for timely, accessible, and most of all safe behavioral health services during this challenging time.

Benefits to Telehealth:

- Individuals are able to access their behavioral health services from the comfort and safety of their homes.
- Research shows that therapy offered via telehealth is found to be just as effective as in-person sessions.
- Telehealth allows individuals to maintain a sense of routine by remaining consistent with their regularly scheduled therapy appointments.
- Telehealth prevents disruption to already established goals and treatment.
- Therapists are able to provide timely support, coping and stress management skills to those who are struggling with the rapidly changing updates surrounding COVID-19.
- When utilizing telehealth services there is no additional cost to you. Your copay or coinsurance remains the same.

What to Expect:

For telehealth services, all you need is a computer, tablet, or cell phone that is equipped with video and microphone capabilities. Your provider will be utilizing a HIPPA compliant telehealth platform that they can share with you prior to your first appointment. It is most effective for you to treat your telehealth sessions as you would any other in-person appointment. Follow the tips below to have a successful telehealth experience:

- Find a quiet, private place that you can go to to participate in your telehealth session.
- Test out the equipment ahead of time. Speak with your provider prior to your first telehealth session and make sure you are able to access and connect with their telehealth platform without any difficulty.
- Make sure your laptop, tablet or cell phone is equipped to share both your video camera and microphone on your device.
- If using a laptop computer try connecting directly to the internet through an Ethernet cord to allow for a better connection during your session.
- Speak with your provider ahead of time to discuss any questions or concerns you may have about participating in telehealth services.

Need further assistance? Call MHC 1.800.255.3081



Rite Aid COVID-19 Member Resources