

April 14, 2020

To: Ed Auer
From: Doug Bailey
Subject: Nanty Glo Shop N Save

This memo is written in response to the letter from Wendell Young that is dated April 7, 2020. Following is a summary of the sanitation safety procedures being taken at Nanty Glo Shop n Save.

- The store is using a bleach solution to clean shopping carts, registers, cases, door handles, lottery machines, shelving, counter tops and any other area that customers or employees may come in contact with. This is done multiple times each day.
- Employees are instructed to wash their hands every 30 minutes.
- Registers are wiped down every hour, or as necessary.
- There is a marker on the floor at each register so that the next customer in line is at least 6 feet away from the customer at the checkout. There are also markers every 6 feet on the floor at the bakery and deli departments.
- Plexiglas shields have been installed at each register so that the cashier does not come in contact with the customer.
- Hand sanitizer is available at every work station.
- Gloves are available for all employees and are to be used when cleaning and sanitizing.
- On its media page, the store asked customers to please limit shoppers to one customer, per family. This reduces the number of individuals in the store at any given time.
- Leave policies for any employee that might be affected by the virus will be addressed on a case by case basis. The company will contact the union to discuss any leave request that might occur as a result of the virus.
- The Order issued by the Secretary of Health of Pennsylvania is not applicable to Nanty Glo Shop n Save because it is under 50,000 square feet. The total square footage of the store is 15,000 square feet.

Nanty Glo Shop n Save - COVID-19 Policy/Protocols:

Following discussions with Doug Bailey, Human Resource Consultant, the Company will be following the below protocols as it relates to COVID-19:

LETTER OF UNDERSTANDING WORK JURISDICTION DURING PANDEMIC

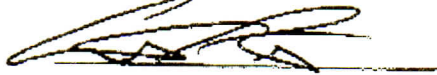
The parties, UFCW Local 1776KS and Nanty Glo Shop N Save recognize that certain exigent circumstances have arisen as a result of the current coronavirus pandemic. Specifically, the parties recognize that the employer party to this agreement has experienced unforeseeable staffing exigencies that make full compliance with the work jurisdiction provisions in the parties' labor agreement impracticable. Therefore, to avoid potential disputes under the labor agreement, and to provide fair conditions for employees required to work additional hours due to the pandemic, the parties agree to the following terms on a temporary basis.

1. The parties will make a joint demand of the applicable state agencies or officials to provide funding for a Grocery Store Emergency Child Care Fund and to be classified as first responders for support services.
2. The Company will make all reasonable efforts to accommodate scheduling changes needed by employees with child care needs during school closures, including working different schedules. In addition, the Company and Union agree to work together to help employees find needed child care facilities.
3. Any work done in the meat cutter classification will only be performed by individuals qualified and licensed (where necessary) to perform such work.
4. Workers out on sick leave during this period will not suffer loss in seniority or vacation benefits under the Agreement. For any employees whose H&W coverage is not continued in place by other current provisions of the H&W plan, the parties will work together on a case by case basis to find ways for employees who are out on sick leave during this period to maintain their healthcare coverage.
5. The Company will pay any employee diagnosed with COVID-19 replacement pay while they are unable to work, for a period not to exceed two (2) weeks; with proper certification by a qualified physician.
6. In addition to the above, the Company will also pay any employee who is required to self-quarantine, replacement pay, for a period not to exceed two (2) weeks; if they were guided to do so by their health care provider or if the company requested they do so based on current CDC risk assessment factors, while they are unable to work.
7. The Company, in recognition of its employees and their essential duties, will pay all eligible employees an additional premium of \$1.00 per hour for all hours worked during the following weeks:
 - The week of Sunday, March 22 through Saturday March 28;
 - The week of Sunday, March 29 through Saturday April 4;
 - The week of Sunday, April 5 through Saturday April 11;
 - The week of Sunday, April 12 through Saturday, April 18;
 - The week of Sunday April 19 through Saturday April 25, and;
 - The week of Sunday April 26 through Saturday May 2.

The employee must be actively employed as of Sunday, May 3, 2020 in order to receive the premium pay. The premium will be paid to eligible employees in a lump sum check.

8. This agreement shall be on a non-precedent setting basis and the term of this agreement shall expire on Saturday May 2, 2020.

THE COMPANY

A handwritten signature in black ink, appearing to be a stylized 'R' or similar, written over a horizontal line.

Dated: 4-13-2020

UFCW LOCAL 1776KS

A handwritten signature in black ink, appearing to be 'Ed' followed by a stylized name, written over a horizontal line.

Dated: 04/10/2020

March 18, 2020

To: All Employees

From: Jeff Ross

Subject: Coronavirus Safety Procedures

Thank you for your hard work during this critical time. We want to maintain a safe work environment while meeting the needs of our customers during these challenging times. We are providing the following safety precautions to help keep you, your coworkers and our customers safe.

To help reduce the chance of spreading illness, including COVID-19 (coronavirus), please utilize the following safety procedures:

How does a virus spread?

- Viruses commonly spread from person-to-person via droplets (saliva or mucus) during coughing or sneezing as well as close personal contact (hugging, shaking hands, sharing cups/plates etc.)

How to stop the spread of a virus:

- Viruses can be stopped by:
 - Washing with soap and water on a regular basis.
 - If soap and water isn't available, use alcohol, disinfectants or sanitizers.
 - "Social Distancing." Do your best to maintain 6 to 10 feet distance between people.
- Touching your eyes, nose or mouth can spread a virus if your hands are dirty or contaminated. Avoid touching your eyes, nose, mouth or any part of your face.
- Always wash your hands with soap and water for at least 20 seconds before eating, handling contact lenses or doing other things that require contact with your eyes, nose or mouth.
 - Hand sanitizer is effective but it is not better than soap and water for removing viruses. Use hand sanitizer's if you do not have access to soap and water.
- Routinely clean all frequently touched surfaces in the workplace, such as check stands, countertops, and doorknobs. Use the cleaning agents that are customarily used in these areas and follow the directions on the label.
 - Clean high-traffic areas about every hour.
 - Clean moderate traffic areas about every 2-3 hours.
 - Clean other areas daily or as they are normally maintained.
- If you choose to wear latex gloves while working, do the following:
 - Change gloves if dirty or damaged.
 - Do not touch your eyes, nose or mouth with gloved hands.
 - Change gloves whenever a job task is changed, or the gloves become soiled or contaminated. Be sure to properly dispose of used gloves.
 - Wash hands whenever you change your gloves.
 - For front-end employees, wash your hands as above, or at least every 2 hours.

What does “social distancing” mean?

- Avoid close contact with individuals whenever possible.
 - Hugging, shaking hands or other close contact should be avoided.
 - Do your best to maintain 6-10 feet distance between people.
 - If a customer is sneezing or coughing, politely ask the customer to step away from others. Serve the customer after the sneezing or coughing has stopped.
 - Once the customer has left the area, clean and disinfect surfaces they may have contacted.
 - Do not report to work if you have a fever or are feeling ill.
 - If you are sneezing or coughing:
 - Do not sneeze or cough in the direction of others.
 - Sneeze or cough into a tissue and properly dispose of the tissue.
 - If you do not have a tissue, sneeze or cough into your sleeve.

How should we handle customer transactions?

- Objects like money or merchandise could be contaminated. If an employee does not have cuts or sores on their hands, wears gloves when possible; and engages in hand washing as recommended and avoids touching their eyes, nose, or mouth; the risk of infection is low. There is no evidence that that COVID-19 is absorbed through healthy skin.
- Any item that is being returned by a customer should be placed in the office so it can be sanitized and then restocked or sent to the damaged merchandise area.
- Employees that are handling returns should follow the hand washing and sanitizing guidelines as described elsewhere.



Nanty Glo Shop n' Save - COVID-19 Policy/Protocols:

Following discussions with Doug Bailey, Human Resource Consultant, the Company will be following the below protocols as it relates to COVID-19:

Please be advised that Nanty Glo Shop n' Save is planning on continuing the current Rally Bonus:

The next phase of the Rally Bonus will run from **5/31/2020 until 6/27/2020**.

The method or date of distributing the next phase bonus has not yet been finalized. In appreciation for our employee's efforts and commitment in response to this National Emergency the Company has and will continue to recognize the employees hard work and dedication by providing bonuses in the form of an hourly bonus of \$1.00 per hour, in addition to, their regular base hourly rate of pay.

The Company stated they are committed to continuing dialogue as any matter(s) arise and the environment/circumstances change.