

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: