



### **Olympia 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:

#### **ESSENTIAL EMPLOYEE BONUS**

In recognition of its employees during the COVID-19 pandemic, a bonus will be paid to all active employees of Olympia Shop N Save on the following basis:

- The store will calculate the total earnings of each employee for a 13-week period.
- The 13-week period begins on Sunday, January 26, 2020 and ends on Saturday, April 25, 2020.
- The eligible employee will receive a bonus of 8% of his/her total earnings during the 13-week period; but no less than \$100.00 for a part-time employee and no less than \$200.00 for a full-time employee
- One-half (1/2) of the bonus will be paid on Thursday, May 14, 2020.
- The remaining one-half (1/2) of the bonus will be paid on Thursday, June 11, 2020.
- In order to receive the Essential Employee Bonus, the employee must be actively employed on each of the pay dates listed above.
- The essential employee bonus payment does not create a precedent and has no future precedent value.

#### **SIGN-ON INCENTIVE BONUS**

- Any employee hired on and after Sunday, April 26, 2020 and before Saturday, May 23, 2020 shall receive a one-time "sign-on incentive" bonus.
- Part-time employees will receive a \$100.00 sign-on incentive bonus and full-time employees will receive a \$200.00 sign-on incentive bonus.
- The "sign-on incentive" bonus will be paid on Thursday, June 25, 2020, provided the employee is still actively employed on that date.
- The "sign-on incentive" bonus does not create a precedent and has no future precedent value.

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

April 14, 2020

To: Ed Auer  
From: Doug Bailey  
Subject: Olympia 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 Olympia Shop n Save.

- The store has contracted with a construction company to install poly sneeze guards, which will require a retrofit to the existing checkouts. The guards will be in place no later than April 18.
- There are markers 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.
- The store is using a bleach solution to clean shopping carts, registers, cases, door handles, counter tops, lottery machines, shelving and any other area that customers or employees may come in contact with. This is done multiple times each day.
- The registers are cleaned and sanitized every hour.
- There is a shopping cart cleaning station to assist and accommodate shoppers to ensure that shopping carts are cleaned and sanitized.
- The store has ordered 6,000 face masks. The face masks are disposable and can be used once.
- The store has ordered poly gloves. In the meantime, employees can use gloves from the deli department.
- The employee break room has signage that limits no more than 2 employees at a time in the break room. The employees must keep a distance of 6 feet from each other.
- 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 Olympia Shop n Save because it is under 50,000 square feet. The total square footage of the store is 22,000 square feet.

### **Olympia SNS - 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:

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.