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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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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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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

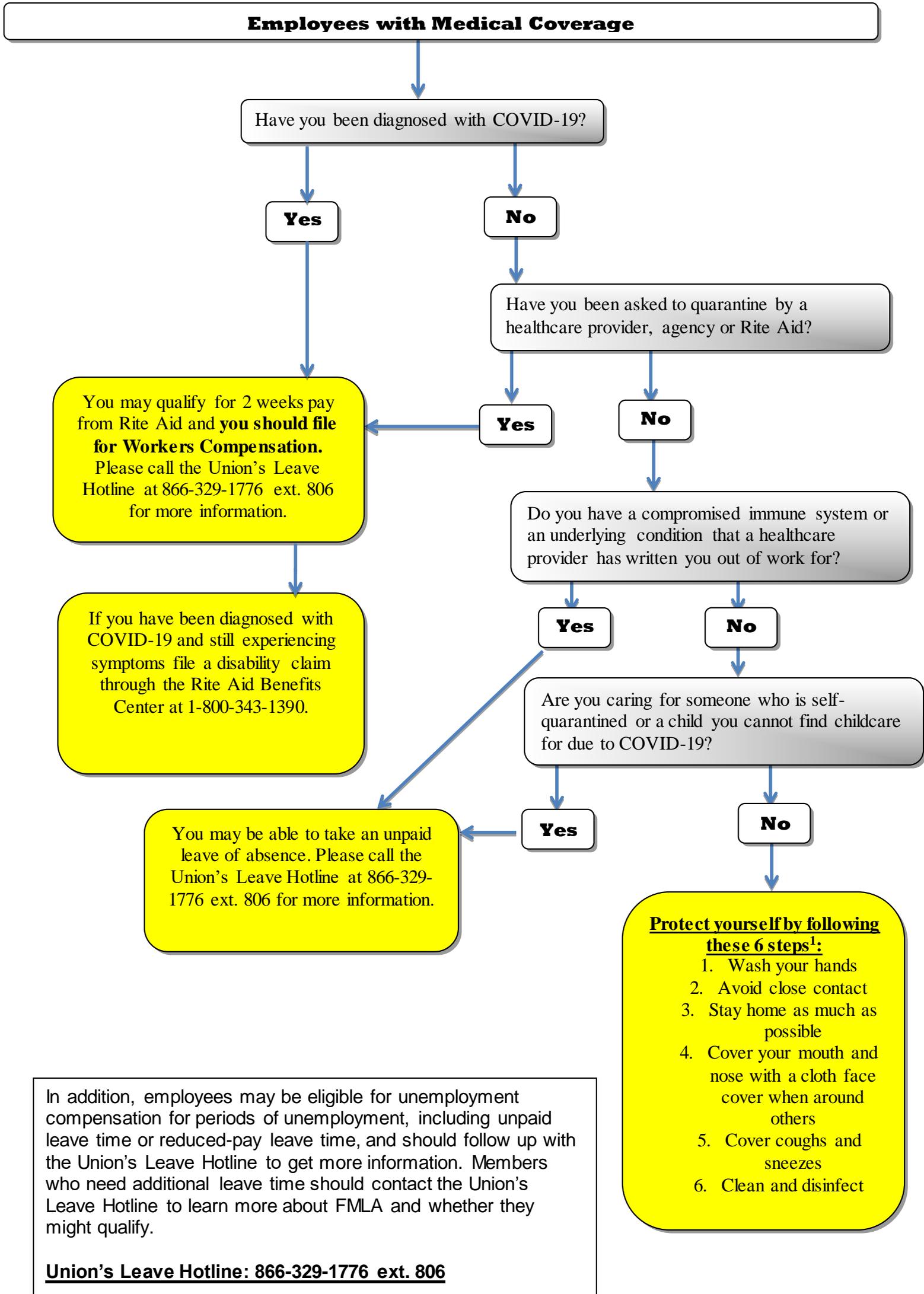
Workers' Compensation & COVID-19

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.

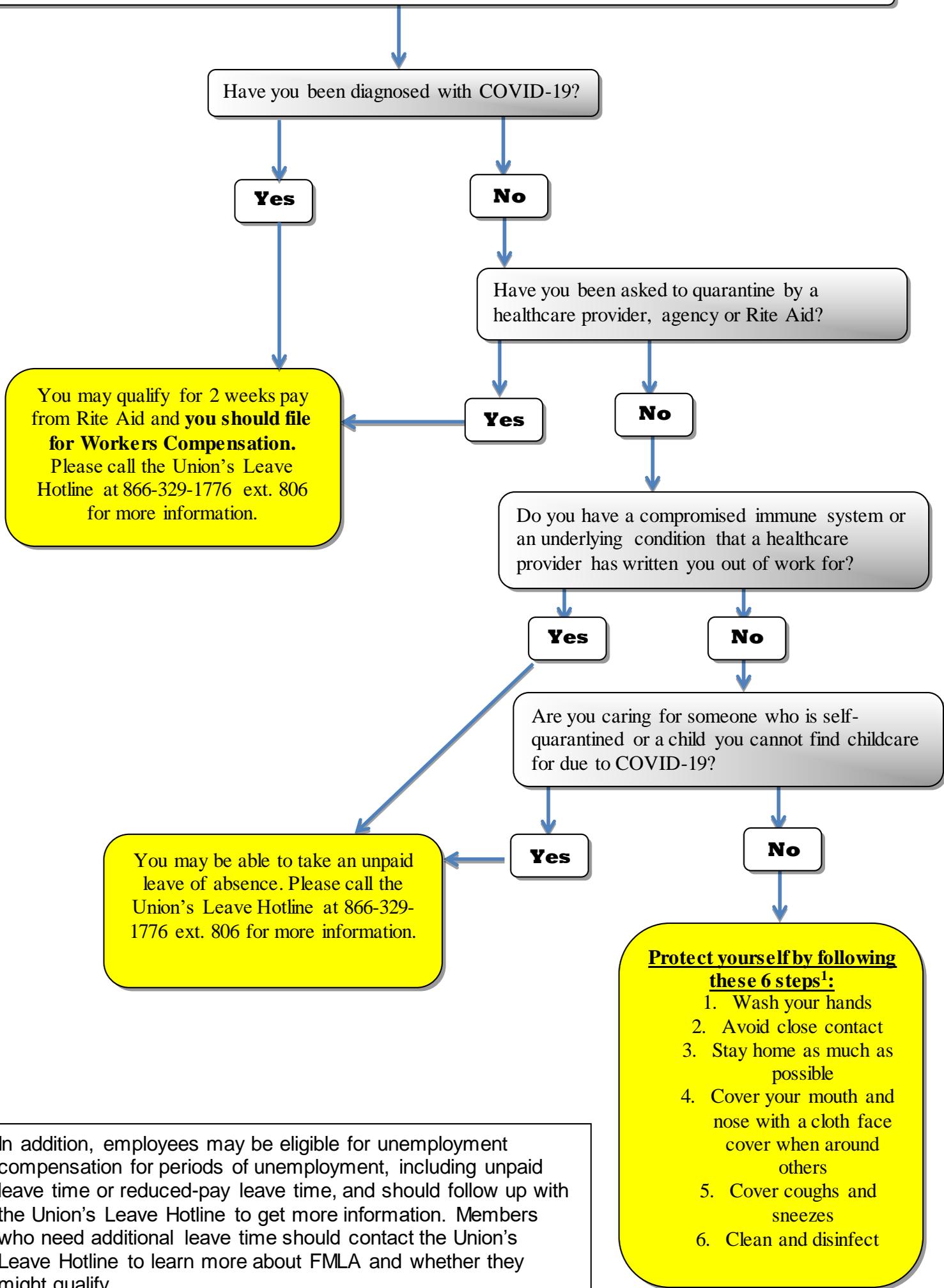
Rite Aid COVID-19 Leave Options



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

Rite Aid COVID-19 Leave Options

Employees without Medical Coverage



In addition, employees may be eligible for unemployment compensation for periods of unemployment, including unpaid leave time or reduced-pay leave time, and should follow up with the Union's Leave Hotline to get more information. Members who need additional leave time should contact the Union's Leave Hotline to learn more about FMLA and whether they might qualify.

Union's Leave Hotline: 866-329-1776 ext. 806

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