

From the Crisis Management Team Coronavirus (COVID-19) Guidance for All Associates

Team,

As cases of Coronavirus (COVID-19) grow, Albertsons Companies wants to help you keep you, your families and our customers safe.

- We've activated our Crisis Management Team and we're having daily calls.
- We've established a Coronavirus portal page that's available to everyone who has access to a company computer. The link is on the homepage of our portal.
<https://rxsafeway.sharepoint.com/sites/ABSComPortal/Corp/Pages/Coronavirus.aspx>
- We've posted the latest update and will continue to post new information as needed on Direct2HR at <http://peoplesoft.safeway.com>.

Please take a moment to read this update from a communication that was issued last week to the corporate campuses, and feel free to reach out to your HR representative if you have any questions or need additional information. Watch the portal for updates.

Coronavirus (COVID-19) Associate Communication

We make it a top priority to protect the health of our associates, their families, and our customers. Over the last few weeks, the coronavirus has raised concern throughout the nation. Though the Centers for Disease Control (CDC) says the risk of coronavirus infection in the United States is low, we want to make sure our team has the latest information to take care of themselves.

Coronavirus facts

- The coronavirus is a respiratory illness that was first detected in China.
- The outbreak is still focused [largely in central China](#).
- Per the CDC the risk of infection in the U.S. continues to be low.
- CDC does not recommend that people who are healthy wear facemasks. Facemasks should be used by people who show symptoms of coronavirus or are taking care of someone in close settings (at home or in a health care facility).
- Coronavirus symptoms are similar to those of colds and flu, with a fever of 100.4 or higher.
- As of March 3, 2020, 60 cases of coronavirus were reported in the U.S.; in contrast, 15 million flu cases were reported so far, this flu season.

Steps our company has taken since the coronavirus outbreak

- We confirmed that we don't source product from the area in China where the virus is most common.
- Our Crisis Management team is putting together plans in case coronavirus becomes a bigger issue in any of our market areas, including our stores.
- There is a well-defined process that we will use if issues arise.

How to stay healthy

- Try to avoid close contact with sick people.

- Get your flu shot (available at all our in-store pharmacies with no appointment needed).
- Cover your nose and mouth with a tissue when you cough or sneeze. After using a tissue, throw it in the trash and wash your hands.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose and mouth. Germs spread this way.
- Clean and disinfect surfaces and objects that are touched or handled regularly.
- If you are sick, limit contact with others as much as possible to keep from infecting them.
- If you are sick with a flu-like illness and you have a fever of 100.4 or above, stay home for at least 24 hours after your fever is gone except to get medical care or for other basic needs. Your fever should be gone for 24 hours without the use of a fever-reducing medicine before you return to work.
- If you are worried about being absent from work because you don't have available time off or may be subject to an attendance control policy, please contact Human Resources as soon as you can. There's no reason to go to work when you're sick, especially since you can make others sick.
- If you have concerns or questions about your health or potential exposure to the coronavirus, you should contact your healthcare provider.
- If you are feeling anxious or need to speak with someone about the coronavirus situation, please reach out to our Employee Assistance Program (EAP) at 877-294-3271.

How to prevent spreading germs at work:

- Strictly follow our handwashing and sanitation guidelines for all departments.
- Provide sanitizing wipes at our front doors and throughout the store for our associates and customers. Make sure they are refilled regularly.
- Routinely clean and disinfect all frequently touched surfaces.
- Use the cleaning supplies that we typically use and follow the directions on the label.
- If you are sick with a flu-like illness with a fever (100.4 or above), stay home for at least 24 hours after your fever is gone except to get medical care or for other basic needs. If you are worried about being absent from work because you don't have available time off or may be subject to an attendance control policy, please contact Human Resources as soon as you can.
- If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath and have traveled from China or South Korea in the last 14 days or if you came into close contact with someone who traveled from China or South Korea in the last 14 days, call your healthcare provider right away. After you talk with your healthcare provider, please contact Human Resources before coming back to work.
- You should notify your Human Resources lead immediately if you have had contact with someone who has been diagnosed with Coronavirus, have a household member who has possibly been exposed to Coronavirus or if you have, in the last 14 days, traveled from China, South Korea, Italy, Iran, Japan or Hong Kong. Please make sure you note the dates when your travel or potential exposure to coronavirus happened. Human Resources may contact you for more information.
- Based on CDC guidelines, which take symptoms and potential exposure into account, Human Resources may ask you to stay home from work for 14 days. A note from your healthcare provider (called a "fitness for duty" certification) might be required for you to return to work.

Travel Guidance:

- Consistent with CDC guidance, all associates should cancel or postpone business travel plans to China and South Korea.
- If you are planning personal travel to China, South Korea, Iran, Italy or Japan in the next 60 days, immediately notify Human Resources.
- If you recently returned from China or South Korea, and/or if you had contact with anyone potentially exposed to the coronavirus, immediately email crisisresponsecenter@albertsons.com with the dates of your travel and return, or potential exposure. Human Resources may contact you for further information.

Where we're posting information and when:

- Team Talks will be available in breakrooms and be updated with any status changes.
- Direct2HR will have regular updates, including information from:
 - [CDC \(www.cdc.gov\)](http://www.cdc.gov)
 - [World Health Organization \(www.who.int\)](http://www.who.int)
 - [Directory of Local Health Departments \(https://www.naccho.org/membership/lhd-directory\)](https://www.naccho.org/membership/lhd-directory)

We will send updates frequently because health organizations are actively working to stop the coronavirus from spreading further, so please watch the portal and your inbox for more information. Thank you for your efforts to keep yourself and others healthy.

Coronavirus Information for Employees – CDC States US Risk is LOW

- **WHO NEEDS TO KNOW:** All Albertsons Companies employees
- **BY WHEN:** February 28, 2020

Our Goals

We make it a top priority to protect the health of our employees, their families, and our customers. While the Centers for Disease Control (CDC) says the risk of coronavirus infection in the United States is low, we want to make sure employees have the latest information to take care of themselves.

Talking Point

1

Coronavirus symptoms are similar to those of colds and flu. As of February 26, 2020, 14 cases of coronavirus were reported in the U.S.; in contrast, 15 million flu cases were reported so far, this 2019/20 season.

Talking Point

2

If there's an issue in your market area or store, we'll let you know what steps you need to take, if any, that are above what you're already doing now.

Talking Point

3

Stay healthy and protect our customers by focusing on preventative measures:

Wash hands frequently with soap and water or alcohol-based hand rub	Get the flu shot (available at our in-store pharmacies)
Cover your nose and mouth when coughing	Avoid touching eyes, nose and mouth to prevent spreading germs
Clean and disinfect surfaces and objects frequently	Masks are not currently recommended

Talking Point

4

If you are sick with a flu-like illness and your fever is higher than 100.4, stay home for at least 24 hours after your fever is gone except to get medical care or for other basic needs (your fever should be gone for 24 hours without the use of a fever-reducing medicine).

Talking Point

5

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath and have traveled from China or South Korea in the last 14 days or come into close contact with someone showing these symptoms who traveled from China or South Korea in the last 14 days, call your healthcare provider right away. Before returning to work, contact Human Resources.

Talking Point

6

Contact your healthcare provider with health questions or concerns. Talk to your manager or Human Resources lead about any questions you have about our sick leave policy or if you concerned about receiving points under an attendance control policy.

Check Direct2HR for employee updates.

Coronavirus Information for Employees

- **WHO NEEDS TO KNOW:** All Albertsons Companies employees
- **BY WHEN:** February 28, 2020

FAQs

From Centers for Disease Control (CDC) and World Health Organization (WHO).

Read updates from these organizations in [Direct2HR](#).

Q: What is the Coronavirus?

A: Coronavirus disease 2019 (COVID-19) was discovered in China and is a respiratory illness like a cold or flu that can spread from person to person when someone with the virus sneezes or coughs.

Q: How does Coronavirus spread?

A: The disease can spread between people when a person with coronavirus coughs or breathes out. Tiny droplets of saliva carry the virus, and other people close by can breathe them in. The droplets can also land on things and surfaces close by. When other people touch these things or surfaces, they can pick up the virus on their skin. If they touch their eyes, nose or mouth, they can become sick.

Q: Am I at risk from packaging or goods shipped from China?

A: There's nothing that currently shows that the coronavirus has been spread by packaging or goods shipped from China.

Q: How can I protect myself?

A: The best way to avoid getting sick is to take everyday actions to help prevent the spread of respiratory diseases. Wash your hands frequently with soap and water or alcohol-based hand rub. Stay home when you're sick. Cover your nose and mouth when coughing. Avoid touching your eyes, nose and mouth to prevent spreading germs. Clean and disinfect surfaces and things around you often. Masks are not currently recommended.

Thank you for your efforts to keep yourself and others healthy!

Get the latest updates from the CDC website.



CDC Website