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Owner	HR

## 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 in the workplace.

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 and RediClinic who work outside of corporate or field offices (such as Rite Aid stores, distribution centers, and on-site RediClinic locations).

### 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 case of COVID-19 and the associate has not been using recommended precautions for home care and home isolation<sup>1</sup>?
- Has the associate been in close contact for a prolonged period of time with a person with a confirmed 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 case of COVID-19?
- Has the associate been in the same indoor environment with a person with a confirmed 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.

**Prolonged Period:** More than a few minutes.

**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).

**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.

<sup>1</sup> 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>.

## 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.

### General Associate Responsibilities

Each associate has a responsibility to help prevent the spread of COVID-19. Associates are required to comply with the Associate Notification Responsibilities section below. Associates should engage in good hygiene practices while at work, especially:

- Refrain from shaking hands or otherwise touching your coworkers – you can use an elbow bump instead.
- Engage in frequent hand-washing with soap and water or, if soap and water are not available, use alcohol-based disposable hand wipes or sanitizers that have an alcohol content of at least 60%.
- Cover your mouth and nose when coughing or sneezing with a tissue or a flexed elbow and then immediately dispose of the tissue and wash or sanitize your hands; and avoid touching your eyes, nose and mouth.
- 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.

Additionally, these Guidelines require the following actions be taken to reduce the spread of COVID-19:

- Associates should stay home if they have a confirmed case of COVID-19 or have been ordered to quarantine by a governmental entity.
- Associates should stay home for 14 calendar days if they suspect that they have been exposed to COVID-19.
- 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.
- 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.
- Individuals who are well but reside with or otherwise care for someone who has a confirmed case of COVID-19 should stay home for 14 calendar days to ensure that they do not exhibit any symptoms.
- Associates who are 65 or older may choose to self-isolate during this time.
- An associate who receives documentation from a healthcare provider stating that the associate is at increased risk for serious illness may be placed on administrative leave.

### Associate Notification Responsibilities

Associates must immediately notify their supervisor if they:

- Have been diagnosed with COVID-19 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 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.
- Are over 65 and choose to self-isolate.
- Have requested an administrative leave because they have received documentation from a healthcare provider stating that the associate is at increased risk. Associates should not provide such documentation to anyone other than a Benefits Service Center representative, and do not need to disclose the

underlying condition to anyone other than a Benefits Service Center representative.

**All associates who need to initiate 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 is diagnosed with COVID-19; or
- Associate is quarantined due to exposure to COVID-19.

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 Diagnosis:** If an associate is confirmed 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 Caring for a Family Member or Cohabiting with an Individual Diagnosed with COVID-19:** An associate who is off work to care for a family member diagnosed with COVID-19 or who lives with a person diagnosed with COVID-19 may only return to work 14 calendar days after exposure to COVID-19 has ceased, 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.

**After Quarantine:** An associate who is quarantined due to exposure to COVID-19 may return to work after 14 calendar days and only if the associate is not experiencing any symptoms of COVID-19.

**After Self-Isolation Due to Increased Risk for Serious Illness:** An associate whose healthcare provider recommends that the associate not work because he or she is at increased risk for serious illness must return to work when the associate's healthcare provider determines that the associate can return to work, or may return when the associate determines that it is safe to return to work.

**After Self-Isolation Due to Age:** An associate who chooses to self-isolate due to his or her age must return to work when guidance from governmental officials indicates that it is safe for those individuals to return to work, or may return when the associates determines that it is safe to return to work.

### **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 diagnosed with 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>