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Owner	HR

Procedure for Temperature Screening – Store Associates

Statement

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.

Scope

This Procedure applies to all associates working in Rite Aid stores where there is not a more specific screening procedure in place.

Procedures

1. Each associate must check his or her temperature at the beginning of his or her shift.
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. Remove the protective cap for the thermometer.
 - d. Clean thermometer before using with rubbing alcohol and a cotton swab, an alcohol prep pad, or sanitizing wipes, then allow to dry.
 - e. Take temperature according to thermometer instructions.
 - f. **Take your temperature a second time.**
 - g. After use, clean the thermometer as instructed in step d, clean the cap, and replace the cap.
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.
6. 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.*
7. If the associate is experiencing other symptoms of COVID-19, he or she should contact a healthcare provider.
8. The associate may return to work once he or she has been fever-free for 72 hours without the use of fever reducing medication, and is not experiencing other symptoms of COVID-19.



Team,

Thanks for all you're doing as we work together to stay safe and serve our communities during the Coronavirus (COVID-19) outbreak.

We have and will continue to take additional steps to help keep our associates safe and ready to serve our customers. As a result, we are implementing a new temperature screening procedure for store associates when they report to work.

We are in the process of sending infrared thermometers to each location, and management should begin implementing temperature screenings according to this procedure as soon the thermometer arrives. The attached Procedure explains how temperature screening will work.

- **Procedure for Temperature Screening – Store Associates**
 - Outlines the procedure for an associate to self-administer taking his or her temperature in the presence of a management associate (pharmacist or manager on duty) upon arriving to work for each shift.
 - Explains what constitutes a fever (100°F or higher).
 - Explains what happens if an associate does have a fever.
 - Explains when an associate can return to work after having a fever.
 - Explains where to store thermometer (manager's office or immunization cart).
 - Requires precautionary cleaning of area where associate worked the last 14 days and common spaces.

Please take some time to review the Procedures that are relevant to your area of responsibility.

Leaders, please make sure this letter and additional information is posted in common areas and distributed to all associates without company email.