



Effective Date	02/19/2022
Previous Version Date	11/29/2021
End Date	Indefinite
Owner	HR

Coronavirus Disease (COVID-19) Guidelines – Noncorporate (California)

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) in 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.

Fever: A measured body temperature of 100.4 degrees Fahrenheit or higher.

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.

Prolonged Period: 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection).

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.

Unvaccinated: An associate is considered unvaccinated if he or she has not received a COVID-19 vaccine, or has received a COVID-19 vaccine, but two weeks have not yet passed since the associate received a single-dose COVID-19 vaccine, or two weeks have not yet passed since the associate received the second dose of a two-dose COVID-19 vaccine.

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>.

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 who travel internationally must follow CDC guidance upon their return. CDC guidance on travel can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.
- The Company follows state-imposed quarantines related to travel. Check your state's COVID-19 travel guidelines if you plan to travel to determine if you need to quarantine upon return from your 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:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. The CDC will continue to update this list as it learns more about COVID-19.

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 in locations of high or substantial transmission of COVID-19. 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 that are not caused by another condition.² The symptoms that should be monitored are fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. 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 symptoms of COVID-19² while at work that are not caused by another condition should be sent home immediately.

What to Do if You're Effected by COVID-19 and When You Can Return to Work

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 Case of COVID-19**
 - **What to Do:** Associates should stay home if they have a confirmed case of COVID-19, **regardless of vaccination status, previous infection, or lack of symptoms**, or have been ordered to quarantine by a governmental entity.
 - **Plan to get tested again on Day 5 using a test that is not both self-administered and self-read.**
 - **When You Can Return to Work When Symptoms are Resolving:** Associates can return to work:
 - After Day 5 if symptoms are not present or are resolving (and associate is Fever free), **and**
 - The associate receives a negative COVID-19 test from a specimen collected on Day 5 or later.
 - *Example:* Associate tests positive for COVID-19 on Monday. Associate should test again on Saturday (Day 5) if symptoms are not present or are resolving. Associate would be able to return to work on Sunday if Day 5 test result was negative.
 - **When You Can Return to Work if You Have a Fever:** If an associate has a fever, the associate may not return to work until the fever resolves.
 - **When You Can Return to Work When Non-Fever Symptoms are Not Resolving:** If an associate's symptoms other than fever are not resolving, the associate cannot return to work until the symptoms are resolving **and** until after day 10 following the positive test. Associates can return to work:
 - When symptoms are resolving (and associate is Fever free), or
 - 10 days after the positive test.
 - **When You Can Return to Work if You are Not having Symptoms of COVID-19:** Associates can return to work after testing positive for COVID-19 **and** the associate is not experiencing symptoms:

² If an associate experiences symptoms of COVID-19 shortly after receiving a COVID-19 vaccination, the associate should follow these Guidelines. It is possible that exposure to COVID-19 prior to or near time of the vaccine still could result in COVID-19 infection. Additionally, people have experienced side effects such as fever from the vaccine, so it is difficult to know whether the symptoms are related to a COVID-19 infection or a side effect of a vaccine.

- After Day 5 if the associate receives a negative COVID-19 test from a specimen collected on Day 5 or later.
 - Associates do not need to take a second COVID-19 test (on Day 5 or later) if they are not experiencing symptoms and they have had COVID-19 in the prior 90 days.
 - **Masks:** Associates must wear masks until Day 10 after the positive test, regardless of vaccination status.
- **Exposure – Unvaccinated Associates**
 - **What to Do:** Associates exposed to a person with COVID-19 and who are unvaccinated must be excluded from the workplace for at least 5 days after close contact with the person who has COVID-19.
 - **Plan to get tested again on Day 5 after exposure using a test that is not both self-administered and self-read.**
 - **You can return to work after Day 5 if symptoms are not present and you receive a negative COVID-19 test from a specimen collected on Day 5 or later.**
 - **Masks:** Associates must wear masks until Day 10 after exposure.
- **Exposure – Vaccinated Associates Who are Booster-Eligible but not yet Boosted**
 - **What to Do:** Associates who are vaccinated and eligible to receive a booster³ but have not yet received a booster must do the following:
 - **If asymptomatic:** Get tested on Day 3-5 (using a test that is not both self-administered and self-read) following close contact and continue to wear a mask until Day 10 after exposure. If the test is negative, you may continue to work. No quarantine is required. If the test is positive, the associate should follow the steps for a Confirmed Case of COVID-19 above.
 - **If symptomatic:** Follow the steps for Exposure – Unvaccinated Associates above.
- **Exposure – Vaccinated and Boosted or Vaccinated but not Booster-Eligible**
 - **What to Do:** Associates who are vaccinated and boosted or vaccinated but not yet booster-eligible do **not need to quarantine** if they:
 - Test on day 5 (using a test that is not both self-administered and self-read) after exposure with a negative result, and
 - Wear a face covering around others for 10 days after exposure.
 - If an associate tests positive, follow the guidelines for associates with a Confirmed Case of COVID-19.
 - If an associate develops symptoms, the associate must be excluded from the workplace pending a negative test result.
- **Travel:** Associates who are returning from international travel should follow the CDC's guidance on international travel. Check the CDC's website titled "International Travel During 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.**

Reminder about Tests Required to Return to Work

As originally communicated on January 20, 2022, when the Company requires you to take a test in order to return to work (as outlined in the "What to Do if You're Effectuated by COVID-19 and When You Can Return to Work" section above), the Company provides the test to you or reimburses you for the cost of a test that you have already procured. You should report the amount of time, and expenses (such as mileage) that you incur to pick up your test if you have to travel to a Rite Aid store to pick up a free test. You also need to have your test interpreted by a Company associate. Contact your HR Leader for instructions about interpretation of tests.

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.

³ Associates who received the Pfizer or Moderna vaccines as their primary vaccination series are eligible for a booster 5 months after completing their primary COVID-19 vaccination series (5 months after receiving their second dose). Associates who receive the J&J/Janssen vaccine are eligible for a booster 2 months after receiving their J&J/Janssen dose.

- 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 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.

Associates who knowingly violate these Guidelines could face disciplinary action.

Pandemic Pay and Exclusion Pay

The Company complies with the COVID-19 supplemental paid sick leave obligations of Section 248.6 of the California Labor Code, and complies with that obligation through the provision of pandemic pay until the law expires on September 30, 2022. For more information about Pandemic Pay in California, see the poster in your breakroom or manager's office about the 2022 COVID-19 Supplemental Paid Sick Leave Law.

The Company complies with Exclusion Pay requirements under the California COVID-19 Prevention Emergency Temporary Standards.

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 your child's school or daycare is closed or otherwise unavailable for reasons related to COVID-19 on the premises, contact HR to discuss receiving Pandemic Pay.

Rite Aid pharmacists 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 judgments 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.

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>